

Date of despatch: Wednesday, 17 April 2024

To the Members of Slough Borough Council

Dear Councillor,

You are summoned to attend a Meeting of the Council of this Borough which will be held in the Council Chamber - Observatory House, 25 Windsor Road, SL1 2EL on **Thursday, 25th April, 2024 at 7.00 pm**, when the business in the Agenda below is proposed to be transacted.

Yours faithfully



WILL TUCKLEY
Chief Executive

PRAYERS

AGENDA

Apologies for Absence

PAGE

1. Declarations of Interest

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All Members who believe they have a Disclosable Pecuniary or other Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 9 and Appendix B of the Councillors' Code of Conduct, leave the meeting while the matter is discussed.

2. To approve as a correct record the Minutes of the Council held on 25th January 2024 and 7th March 2024

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3. To receive the Mayor's Communications.

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Public Questions

4. Questions from Electors under Procedure Rule 9.

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Recommendations of Cabinet and Committees

[Notification of Amendments required by 10am on Wednesday 24th April 2024]

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| 5. | Recommendation of the Cabinet from its meetings held on 15th April 2024 | |
| | <ul style="list-style-type: none">• Corporate Performance Report 2023/24 Quarter 3 | 21 - 62 |
| 6. | Recommendations of the Employment Committee from its meeting held on 16th April 2024 | |
| | <ul style="list-style-type: none">• Senior Management Restructure Update | 63 - 100 |

Officer Reports

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| 7. | Review of the Membership of SACRE | 101 - 110 |
| 8. | Quarterly Update on Urgent Key Decisions | 111 - 116 |
| 9. | Calendar of Meetings 2024/2025 | 117 - 132 |

Motions

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| 10. | To consider Motions submitted under procedure Rule 14. | 133 - 134 |
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Member Questions

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| 11. | To note Questions from Members under Procedure Rule 10 | - |
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Press and Public

Attendance and accessibility: You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before any items in the Part II agenda are considered. For those hard of hearing an Induction Loop System is available in the Council Chamber.

Webcasting and recording: The public part of the meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The footage will remain on our website for 12 months. A copy of the recording will also be retained in accordance with the Council's data retention policy. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

In addition, the law allows members of the public to take photographs, film, audio-record or tweet the proceedings at public meetings. Anyone proposing to do so is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

Emergency procedures: The fire alarm is a continuous siren. If the alarm sounds Immediately vacate the premises by the nearest available exit at either the front or rear of the Chamber and proceed to the assembly point: The pavement of the service road outside of Westminster House, 31 Windsor Road.

MINUTES OF COUNCIL PROCEEDINGS

At a Meeting of the Council for the Borough of Slough held at the Council Chamber - Observatory House, 25 Windsor Road, SL1 2EL on Thursday, 25th January, 2024 at 7.00 pm

Present:- The Worshipful the Mayor (Councillor Abbasi), in the chair; Councillors E. Ahmed, I. Ahmed, Ajaib, Akram, Anderson, Bedi, Chahal, Dar, Dauti, Dhillon, Escott, Gahir, Gill, Hulme, Iftakhar, Instone, Kelly, Khawar, Manku, Mann, Matloob, Mohammad, Mohindra, Muvvala, Nazir, Naveed, O'Kelly, D. Parmar, Qaseem, Rana, W. Sabah, Satti, Shah, Shaik, Smith, Stedmond, Tomar, Wright and Zarait

Apologies for Absence:- Councillors Carter and J. Sabah

42. Declarations of Interest

None received.

43. To approve as a correct record the Minutes of the Council held on 30th November 2023

Resolved - That the minutes of the meeting held on 30th November 2023 be approved as a correct record.

44. To receive the Mayor's Communications.

The Mayor welcomed Father Scott Lamb, Mayor's Chaplain for conducting prayers and for taking over the Chaplaincy from Father Chesterfield-Darcy.

Members were informed that the Mayor, Leader of the Council and Commissioners met with over 50 individuals from voluntary groups and organisations in the Borough. The event provided an opportunity for groups and individuals to highlight the work being carried out in the Borough to support communities and families.

45. Questions from Electors under Procedure Rule 9.

One elector question had been received. The questioner was present and asked a supplementary question.

46. Pay Policy Statement 2024/25

It was moved by Councillor Zarait,
Seconded by Councillor Smith,

“That the Pay Policy Statement 2024/25, as attached at Appendix A of the report, be approved.”

Council - 25.01.24

The recommendation was put to the vote and agreed with 39 votes for and 1 abstention.

Resolved – That the Pay Policy Statement 2024/25, as attached at Appendix A of the report, be approved.

47. Senior Management Restructure Update

It was moved by Councillor Zarait,
Seconded by Councillor Smith,

- (a) “That details of the report be noted.
- (b) That the Head of Paid Service should make and approve the redundancy packages set out in Appendix A for employees 1 & 2, noting that these consists of statutory and contractual redundancy payments and no part of either package constitutes a special severance payment.”

The recommendations were put to the vote and agreed with 39 votes for and 1 abstention.

Resolved -

- (a) That details of the report be noted.
- (b) That the Head of Paid Service should make and approve the redundancy packages set out in Appendix A for employees 1 & 2, noting that these consists of statutory and contractual redundancy payments and no part of either package constitutes a special severance payment

48. Appointment of Director of Law and Governance - Monitoring Officer

It was moved by Councillor Smith,
Seconded by Councillor Chahal,

- a) “That the decision by the Commissioners to appoint and designate Sukdave Ghuman as Director of Law and Governance - Monitoring Officer, with effect from 7th May 2024, be noted.
- b) That the Council place on record its thanks to Stephen Taylor for his service as Monitoring Officer since October 2022.”

The recommendations were put to the vote and agreed with 39 votes for and 1 abstention.

Resolved -

- a) That the decision by the Commissioners to appoint and designate Sukdave Ghuman as Director of Law and Governance - Monitoring Officer, with effect from 7th May 2024, be noted.
- b) That the Council place on record its thanks to Stephen Taylor for his service as Monitoring Officer since October 2022.

49. Changes to the Council's Constitution - Member Officer Relations Protocol and Contract Procedure Rules

It was moved by Councillor Smith,
Seconded by Councillor Chahal,

- a) "That the proposed new Part 5.4 - Member Officer Relations Protocol as set out in Appendix A of the report be approved for inclusion in the constitution to take effect from the day after this meeting.
- b) That the amendments to Part 4.6.1 Contract Procedure Rules as set out in Appendix B of the report be approved to take effect from the day after this meeting."

The recommendations were put to the vote and agreed with 39 votes for and 1 abstention.

Resolved -

- a) That the proposed new Part 5.4 - Member Officer Relations Protocol as set out in Appendix A of the report be approved for inclusion in the constitution to take effect from the day after this meeting.
- b) That the amendments to Part 4.6.1 Contract Procedure Rules as set out in Appendix B of the report be approved to take effect from the day after this meeting.

50. Quarterly Update on Urgent Key Decisions

It was moved by Councillor Smith,
Seconded by Councillor Chahal,

"That the use of special urgency provisions used for key decisions as set out in Appendix 1 of the report be noted."

The recommendation was put to the vote and agreed with 39 votes for and 1 abstention.

Resolved - That the use of special urgency provisions used for key decisions as set out in Appendix 1 of the report be noted.

51. To consider Motions submitted under procedure Rule 14.

It was moved by Councillor Naveed,
Seconded by Councillor Smith,

"Council acknowledges:

That many local authorities charge the Community Infrastructure Levy (CIL) which enables them to raise funds to help fund the infrastructure, facilities and services - such as schools or transport improvements – needed to support new homes and businesses, and; that Slough requires a new Local Plan which meets the needs of Slough's population now, and into the future.

Council - 25.01.24

Council resolves:

The Lead Member responsible for the development of the Local Plan to consider implementing the Community Infrastructure Levy where appropriate in Slough to ensure sufficient resource to help fund infrastructure and affordable housing.”

It was moved by Councillor Mann, as an amendment,
Seconded by Councillor Hulme,

“Council acknowledges:

That many local authorities charge the Community Infrastructure Levy (CIL) which enables them to raise funds to help directly fund the infrastructure, facilities and services - such as schools or transport improvements – that are made necessary in order needed to support new homes and businesses; that there are pros and cons with the implementation of a CIL, and; that Slough requires a new Local Plan which meets the needs of Slough’s population now, and into the future. Council also recognises that the government’s proposed National Infrastructure Levy will override CIL once it is implemented.

Council resolves:

The executive director for property and housing in consultation with the Lead Member, responsible for the development of the Local Plan to prepare a report to consider the benefits and risks of implementing the Community Infrastructure Levy where appropriate in Slough to ensure sufficient resource to help fund infrastructure and affordable housing, and to consider the impact of the National Infrastructure Levy implementation as part of its determination, for Cabinet to receive within 6 months.”

The amendment was put to the vote and lost with 16 votes for, 23 against and 1 abstention.

The original motion was put to the vote and agreed with 23 votes for and 17 abstentions.

Resolved –

Council acknowledges:

That many local authorities charge the Community Infrastructure Levy (CIL) which enables them to raise funds to help fund the infrastructure, facilities and services - such as schools or transport improvements – needed to support new homes and businesses, and; that Slough requires a new Local Plan which meets the needs of Slough’s population now, and into the future.

Council resolves:

The Lead Member responsible for the development of the Local Plan to consider implementing the Community Infrastructure Levy where appropriate in Slough to ensure sufficient resource to help fund infrastructure and affordable housing.

52. To note Questions from Members under Procedure Rule 10

Member questions as published in the supplementary agenda were noted.

Chair

(Note: The Meeting opened at 7.00 pm and closed at 8.02 pm)

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MINUTES OF COUNCIL PROCEEDINGS

At an Extraordinary Meeting of the Council for the Borough of Slough held at the Council Chamber - Observatory House, 25 Windsor Road, SL1 2EL on Thursday, 7th March, 2024 at 7.00 pm

Present:- The Worshipful the Mayor (Councillor Abbasi), in the chair; Councillors E. Ahmed, I. Ahmed, Ajaib, Akram, Anderson, Bedi, Carter, Chahal, Dar, Dauti, Dhillon, Escott, Gahir, Gill, Iftakhar, Instone, Kelly, Khawar, Manku, Mann, Matloob, Mohammad, Mohindra, Muvvala, Nazir, Naveed, O'Kelly, D. Parmar, Qaseem, Rana, J. Sabah (until 8.33pm), W. Sabah, Satti, Shaik, Smith, Stedmond, Tomar, Wright and Zarait

Apologies for Absence:- Councillors Hulme and Shah

53. Declarations of Interest

None were declared.

54. Meeting Procedure

A suggested procedure for the budget debate had been circulated to Members in the supplementary agenda.

It was moved by Councillor Smith,
Seconded by Councillor Chahal,

“That in accordance with procedure rule 27.1, Rule 16.5 on rules of debate be suspended insofar as is necessary to enable the procedure as circulated to be adopted and that the Council consent to:

- Members of the Leadership speaking for up to 45 minutes in total on the budget agenda items;
- Members of the Labour Group speaking for up to 30 minutes in total on the same items;
- Members of the Liberal Democrat Group speaking for up to 5 minutes in total.”

The procedural motion was put and carried unanimously.

Resolved – That the proposed procedure for the budget debate be approved and adopted.

Members of each of the respective Groups spoke on the budget in accordance with the adopted meeting procedure.

55. General Fund Capital Programme 2024/25 to 2027/28

It was moved by Councillor Smith,
Seconded by Councillor Chahal,

Council - 07.03.24

“That the Capital Programme for 2024/25 to 2027/28 as set out in Appendix A to the report be approved.”

(Councillors J Sabah and W Sabah left the meeting)

The recommendation was put and carried and, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a record of the vote was taken as follows:-

There voted for the recommendation:-

Councillors E.Ahmed, I.Ahmed, Ajaib, Akram, Anderson, Bedi, Carter, Chahal, Dar, Dauti, Dhillon, Escott, Gahir, Gill, Iftakhar, Instone, Kelly, Khawar, Manku, Mann, Matloob, Mohammad, Mohindra, Muvvala, Naveed, Nazir, O’Kelly, Parmar, Qaseem, Rana, Satti, Shaik, Smith, Stedmond, Tomar, Wright and Zarait 37

There abstained from voting:-

The Worshipful, The Mayor Councillor Abbasi 1

Resolved - That the Capital Programme for 2024/25 to 2027/28 as set out in Appendix A to the report be approved.

56. Treasury Management Strategy 2024/25

It was moved by Councillor O’Kelly,
Seconded by Councillor Smith,

- a. “Approve the Treasury Management Strategy (TMS) for 2024/25 at Appendix 1 including:
 - i. the Annual Investment Strategy for 2024/25
 - ii. the Annual Borrowing Strategy for 2024/25
 - iii. Minimum Revenue Provision Policy Statement for 2024/25
 - iv. the Prudential Indicators for the period 2024/25 to 2026/27
 - v. the Capital Strategy for the 2024/25

- b) Approve that regular training be provided for all Members on Treasury Management and its context within the overall finance framework of the Council, as recommended by the Audit and Corporate Governance Committee following consideration of the strategy at its meeting on 29 February 2024.”

(Councillor W.Sabah re-joined the meeting)

The meeting was adjourned at 8.45pm to seek clarification on the figures provided in the report and restarted at 8.50pm.

The recommendations were put and carried and, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a record of the vote was taken as follows:-

Council - 07.03.24

There voted for the recommendations:-

Councillors E.Ahmed, I.Ahmed, Bedi, Chahal, Dauti, Dhillon, Iftakhar, Kelly, Khawar, Manku, Mohindra, Muvvala, Naveed, O'Kelly, Rana, Satti, Shaik, Smith, Stedmond, Tomar, Wright and Zarait 22

There abstained from voting:-

Councillors Ajaib, Akram, Anderson, Carter, Dar, Escott, Gahir, Gill, Instone, Mann, Matloob, Mohammad, Nazir, Parmar, Qaseem, W.Sabah and The Worshipful, The Mayor Councillor Abbasi 17

Resolved -

a. That the Treasury Management Strategy (TMS) for 2024/25 at Appendix 1 be approved including:

- vi. the Annual Investment Strategy for 2024/25
- vii. the Annual Borrowing Strategy for 2024/25
- viii. Minimum Revenue Provision Policy Statement for 2024/25
- ix. the Prudential Indicators for the period 2024/25 to 2026/27
- x. the Capital Strategy for the 2024/25

b) That regular training be provided for all Members on Treasury Management and its context within the overall finance framework of the Council.

57. General Fund Revenue Budget 2024-25, and Medium Term Financial Strategy 24/25 to 27/28

It was moved by Councillor Smith,
Seconded by Councillor Chahal,

1. "Note the section 25 Report of the Executive Director of Finance and Commercial at Appendix A that confirms in particular the robustness of the estimates and the adequacy of the proposed financial reserves.
2. Approve the 2024/25 budget on the basis of an increase in the general element of Council Tax of 7.99% and an increase in the Adult Social Care Precept element of 0.51%.
3. Approve the Council Tax Resolution 2024/25 as set out in Appendix B on the basis that it is not excessive in accordance with the principles approved under section 52ZB and 52ZC of the Local Government Finance Act 1992 and as permitted by the proposed The Referendums Relating to Council Tax Increases (Principles) (England) Report 2024/25.
4. Delegate authority to the Executive Director of Finance and Commercial, to place a notice in the local press of the amounts set under recommendation 3 within a period of 21 days following the Council's decision.

Council - 07.03.24

5. Approve the Medium-Term Financial Strategy (MTFS) as set out in Appendix C, based on the estimated financial deficit in the Capitalisation Direction and to be funded by capitalisation of:
 - a. £23.078m for 2024/25
 - b. NOTE that the remaining years of the MTFS imply an estimated financial deficit totalling £27.460m, approval of which will be subject to annual approval to DLUHC
6. Approve the overall General Fund revenue budget for 2024/25, as set out in Appendix D1 of £162.1m to include:
 - a. Growth for pressures of £13.855m
 - b. Inflationary pressures of £4.472m including pay and contract inflation
 - c. Proposed savings by Directorates of £12.206m in 2024/25, with further savings of £6.836m in 2025/26 and £1.796m in 2026/27
7. Approve measures to control spending and improve the finances of the Council at Appendix F.
8. Note the impact of a change in legislation to implement a 100% premium on Council Tax for properties left unoccupied for 1 year as opposed to 2 years as set out in Appendix G1, such change to take effect on 1 April 2024
9. Determine that Council Tax will be increased for furnished properties periodically occupied from 1 April 2025 in accordance with the Scheme for Properties Occupied Periodically at Appendix G2 and s.11C of the Local Government Finance Act 1992.
10. Agree that the Council Tax Support Scheme approved on March 9th 2023 should remain in place, with the exception of minor amendments for clarification purposes as set out in Appendix B1.
11. Delegate to Cabinet the authority to approve an increase in funding for the new Transformation project on receipt of a report and robust Business Plan.

Council is asked to note that at its meeting on 26th February 2024 the Cabinet agreed to:

1. Write-off of individual debts over £15,000, with a total value of £646,000, as set out in Appendix H.
2. Approve the proposed fees and charges for 2024/25 as set out in Appendix J (where these relate to executive functions);
3. Approve the Contract Sum for Slough Children First Limited for 2024/25 as £39,044,000"

Council - 07.03.24

It was moved by Councillor Mann, as an amendment,
Seconded by Councillor Anderson,

“Local Plan (Net nil)

- Increase Local Plan expenditure by £330k on progressing evidence base.

Funded by:

- Securing £150k additional funding from relevant external bodies (spend above reduced if not fully achieved).
- £180k to be funded from the councils earmarked (but not specifically allocated to projects) transformation fund.”

The amendment was put and, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a record of the vote was taken as follows:-

There voted for the amendment:-

Councillors Ajaib, Akram, Anderson, Carter, Dar, Escott, Gahir, Gill, Instone, Mann, Matloob, Mohammad, Nazir, Parmar, Qaseem and W.Sabah 16

There voted against the amendment:-

Councillors E.Ahmed, I.Ahmed, Bedi, Chahal, Dauti, Dhillon, Iftakhar, Kelly, Khawar, Manku, Mohindra, Muvvala, Naveed, O’Kelly, Rana, Satti, Shaik, Smith, Stedmond, Tomar, Wright and Zarait 22

T.here abstained from voting:-

The Worshipful, The Mayor Councillor Abbasi 1

Resolved - That the amendment in relation to the Local Plan not be agreed.

It was moved by Councillor Mann, as an amendment,
Seconded by Councillor Anderson,

“Enforcement officer (Net nil)

- Additional enforcement officer £55k

Funded by

- Identifying equivalent POCA funding of £55k (spend above reduced if not fully achieved).”

The amendment was put and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a record of the vote was taken as follows:-

There voted for the amendment:-

Councillors Ajaib, Akram, Anderson, Carter, Dar, Escott, Gahir, Gill, Instone, Mann, Matloob, Mohammad, Nazir, Parmar, Qaseem and W.Sabah 16

There voted against the amendment:-

Council - 07.03.24

Councillors E.Ahmed, I.Ahmed, Bedi, Chahal, Dauti, Dhillon, Iftakhar, Kelly, Khawar, Manku, Mohindra, Muvvala, Naveed, O’Kelly, Rana, Satti, Shaik, Smith, Stedmond, Tomar, Wright and Zarait 22

There abstained from voting:-

The Worshipful, The Mayor Councillor Abbasi 1

Resolved - That the amendment in relation to Enforcement Officer not be agreed.

It was moved by Councillor Mann, as an amendment,
Seconded by Councillor Anderson,

“Planning Service

- Reverse the proposed £218k of the savings in planning and earmarked budget to specifically target commercialisation work in the planning service (for example - growth in PPA income, pre-application fee income and growth in building control income).

Funded by:

- £218k from the councils earmarked (but not specifically allocated to projects) transformation fund.”

The amendment was put and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a record of the vote was taken as follows:-

There voted for the amendment:-

Councillors Ajaib, Akram, Anderson, Carter, Dar, Escott, Gahir, Gill, Instone, Mann, Matloob, Mohammad, Nazir, Parmar, Qaseem and W.Sabah 16

There voted against the amendment:-

Councillors E.Ahmed, I.Ahmed, Bedi, Chahal, Dauti, Dhillon, Iftakhar, Kelly, Khawar, Manku, Mohindra, Muvvala, Naveed, O’Kelly, Rana, Satti, Shaik, Smith, Stedmond, Tomar, Wright and Zarait 22

There abstained from voting:-

The Worshipful, The Mayor Councillor Abbasi 1

Resolved - That the amendment in relation to Planning Service not be agreed.

It was moved by Councillor Mann, as an amendment,
Seconded by Councillor Anderson,

“Street cleaning

- Conversion of street cleaning saving £71k to new ward-based street cleaning pot.

Council - 07.03.24

Funded by:

- £71k from corporate contingency sum held for non-delivery of savings.”

The amendment was put and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a record of the vote was taken as follows:-

There voted for the amendment:-

Councillors Ajaib, Akram, Anderson, Carter, Dar, Escott, Gahir, Gill, Instone, Mann, Matloob, Mohammad, Nazir, Parmar, Qaseem and W.Sabah 16

There voted against the amendment:-

Councillors E.Ahmed, I.Ahmed, Bedi, Chahal, Dauti, Dhillon, Iftakhar, Kelly, Khawar, Manku, Mohindra, Muvvala, Naveed, O’Kelly, Rana, Satti, Shaik, Smith, Stedmond, Tomar, Wright and Zarait 22

There abstained from voting:-

The Worshipful, The Mayor Councillor Abbasi 1

Resolved - That the amendment in relation to Street Cleaning not be agreed.

It was moved by Councillor Mann, as an amendment,
Seconded by Councillor Anderson,

“The Curve

- Stopping the planned closure of the Curve in 2024/25 and savings of £175k in this financial year and £50k to conduct feasibility study and new management options of the Curve (for example its retention as a central library), which will seek to realise savings in line with the 2025/26 savings target.

Funded by:

- £225k to be funded from the councils earmarked (but not specifically allocated to projects) transformation fund.”

The amendment was put and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a record of the vote was taken as follows:-

There voted for the amendment:-

Councillors Ajaib, Akram, Anderson, Carter, Dar, Escott, Gahir, Gill, Instone, Mann, Matloob, Mohammad, Nazir, Parmar, Qaseem and W.Sabah 16

There voted against the amendment:-

Councillors E.Ahmed, I.Ahmed, Bedi, Chahal, Dauti, Dhillon, Iftakhar, Kelly, Khawar, Manku, Mohindra, Muvvala, Naveed, O’Kelly, Rana, Satti, Shaik, Smith, Stedmond, Tomar, Wright and Zarait 22

Council - 07.03.24

There abstained from voting:-

The Worshipful, The Mayor Councillor Abbasi 1

Resolved - That the amendment in relation to The Curve not be agreed.

In accordance with Council Procedure Rule 8.2 the Mayor moved that the meeting continues past 10.30pm to complete all of the remainder of business. The meeting signified its consent.

It was moved by Councillor Mann, as an amendment,
Seconded by Councillor Anderson,

“Service Growth

- £476k to replenish the councils earmarked (but not specifically allocated to projects) transformation fund.

Funded by:

- Reduction in the net budget allocations for both temporary accommodation by £100k and adult social care by £376k. To be achieved through improved demand management and prevention strategies or delivering increased savings or income generation (for example - increase ASC collection rate by an additional 1%).”

The amendment was put and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a record of the vote was taken as follows:-

There voted for the amendment:-

Councillors Ajaib, Akram, Anderson, Carter, Dar, Escott, Gahir, Gill, Instone, Mann, Matloob, Mohammad, Nazir, Parmar, Qaseem and W.Sabah 16

There voted against the amendment:-

Councillors E.Ahmed, I.Ahmed, Bedi, Chahal, Dauti, Dhillon, Iftakhar, Kelly, Khawar, Manku, Mohindra, Muvvala, Naveed, O’Kelly, Rana, Satti, Shaik, Smith, Stedmond, Tomar, Wright and Zarait 22

There abstained from voting:-

The Worshipful, The Mayor Councillor Abbasi 1

Resolved - That the amendment in relation to Service Growth not be agreed.

The original recommendations were put to the vote and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a record of the vote was taken as follows:-

Council - 07.03.24

There voted for the recommendations:-

Councillors E.Ahmed, I.Ahmed, Bedi, Chahal, Dauti, Dhillon, Iftakhar, Kelly, Khawar, Manku, Mohindra, Muvvala, Naveed, O'Kelly, Rana, Satti, Shaik, Smith, Stedmond, Tomar, Wright and Zarait 22

There voted against the recommendations:-

Councillors Ajaib, Akram, Anderson, Carter, Dar, Escott, Gahir, Gill, Instone, Mann, Matloob, Mohammad, Nazir, Parmar, Qaseem and W.Sabah 16

There abstained from voting:-

The Worshipful, The Mayor Councillor Abbasi 1

Resolved -

1. Note the section 25 Report of the Executive Director of Finance and Commercial at Appendix A that confirms in particular the robustness of the estimates and the adequacy of the proposed financial reserves.
2. Approve the 2024/25 budget on the basis of an increase in the general element of Council Tax of 7.99% and an increase in the Adult Social Care Precept element of 0.51%.
3. Approve the Council Tax Resolution 2024/25 as set out in Appendix B on the basis that it is not excessive in accordance with the principles approved under section 52ZB and 52ZC of the Local Government Finance Act 1992 and as permitted by the proposed The Referendums Relating to Council Tax Increases (Principles) (England) Report 2024/25.
4. Delegate authority to the Executive Director of Finance and Commercial, to place a notice in the local press of the amounts set under recommendation 3 within a period of 21 days following the Council's decision.
5. Approve the Medium-Term Financial Strategy (MTFS) as set out in Appendix C, based on the estimated financial deficit in the Capitalisation Direction and to be funded by capitalisation of:
 - a. £23.078m for 2024/25
 - b. NOTE that the remaining years of the MTFS imply an estimated financial deficit totalling £27.460m, approval of which will be subject to annual approval to DLUHC
6. Approve the overall General Fund revenue budget for 2024/25, as set out in Appendix D1 of £162.1m to include:
 - a. Growth for pressures of £13.855m
 - b. Inflationary pressures of £4.472m including pay and contract inflation

Council - 07.03.24

c. Proposed savings by Directorates of £12.206m in 2024/25, with further savings of £6.836m in 2025/26 and £1.796m in 2026/27

7. Approve measures to control spending and improve the finances of the Council at Appendix F.
8. Note the impact of a change in legislation to implement a 100% premium on Council Tax for properties left unoccupied for 1 year as opposed to 2 years as set out in Appendix G1, such change to take effect on 1 April 2024
9. Determine that Council Tax will be increased for furnished properties periodically occupied from 1 April 2025 in accordance with the Scheme for Properties Occupied Periodically at Appendix G2 and s.11C of the Local Government Finance Act 1992.
10. Agree that the Council Tax Support Scheme approved on March 9th 2023 should remain in place, with the exception of minor amendments for clarification purposes as set out in Appendix B1.
11. Delegate to Cabinet the authority to approve an increase in funding for the new Transformation project on receipt of a report and robust Business Plan.

That Council notes that at its meeting on 26th February 2024 the Cabinet agreed to:

1. Write-off of individual debts over £15,000, with a total value of £646,000, as set out in Appendix H.
2. Approve the proposed fees and charges for 2024/25 as set out in Appendix J (where these relate to executive functions);
3. Approve the Contract Sum for Slough Children First Limited for 2024/25 as £39,044,000.

58. Housing Revenue Account (HRA) 30-year Business Plan and Medium Term Budgets 2024/25

It was moved by Councillor Kelly,
Seconded by Councillor Chahal,

- a) "That the HRA revenue budget for 2024/25 be approved as set out in Table 3 & Appendix C which reflects the annual rents & service charges increases already approved by Cabinet.
- b) That the HRA 5-year Capital Programme as set out in Table 4 & Appendix D be approved.
- c) That the draft 5-year HRA reserves and balances as set out in Appendix E be noted."

Council - 07.03.24

The recommendations were put to the vote and carried with 38 votes for and 1 abstention.

Resolved -

- a) That the HRA revenue budget for 2024/25 be approved as set out in Table 3 & Appendix C which reflects the annual rents & service charges increases already approved by Cabinet.
- b) That the HRA 5-year Capital Programme as set out in Table 4 & Appendix D be approved.
- c) That the draft 5-year HRA reserves and balances as set out in Appendix E be noted.

59. School Funding Report - Dedicated Schools Grant 2024/2025

It was moved by Councillor Bedi,
Seconded by Councillor Chahal,

- (a) "Note the DSG allocations for Slough (Table 1) as published by the Education and Skills Funding Agency (ESFA)
- (b) Approve the local authority formula for allocating resources to Slough schools for 2024/25 as set out in Appendix A, the Authority Proforma Tool (APT).
- (c) Approve a transfer from the Schools Block allocation of £100,000 to the Central Schools Services Block and £761,539 to the High Needs Block in the 2024/25 financial year (£861,539 being 0.5% of the total schools' block allocation).
- (d) Approve the Dedicated Schools Grant Budget for 2024/25 at £231,514,470 including the allocations between the four funding blocks as set out in this report.
- (e) Delegate authority to the Executive Director – Children's Services, in consultation with the Lead Member for Children and Education and the Executive Director for Finance and Commercial, to make minor changes to the schools' budget in year."

The recommendations were put to the vote and agreed with 38 votes for and 1 abstention.

Resolved -

- (a) Note the DSG allocations for Slough (Table 1) as published by the Education and Skills Funding Agency (ESFA)
- (b) Approve the local authority formula for allocating resources to Slough schools for 2024/25 as set out in Appendix A, the Authority Proforma Tool (APT).
- (c) Approve a transfer from the Schools Block allocation of £100,000 to the Central Schools Services Block and £761,539 to the High Needs Block in the 2024/25 financial year (£861,539 being 0.5% of the total schools' block allocation).

Council - 07.03.24

- (d) Approve the Dedicated Schools Grant Budget for 2024/25 at £231,514,470 including the allocations between the four funding blocks as set out in this report.
- (e) Delegate authority to the Executive Director – Children’s Services, in consultation with the Lead Member for Children and Education and the Executive Director for Finance and Commercial, to make minor changes to the schools’ budget in year.

60. Establishment of Berkshire Prosperity Board

It was moved by Councillor Smith,
Seconded by Councillor Chahal,

“That Council note the recommendations of Cabinet on 5th March 2024 -

- 1. Approve the setting up of a joint committee across the six Berkshire local authorities to exercise executive functions in relation to economic prosperity.
- 2. Delegate authority to the Chief Executive, in consultation with the Leader of the Council and the Executive Director of Finance and Commercial, to agree and enter into an inter-authority agreement between the six Berkshire local authorities to facilitate decision-making by the Berkshire Prosperity Board Joint Committee (BPB)

That Council resolves -

- 3. Approval of the functions and procedure rules for the Berkshire Prosperity Board Joint Committee (BPB) as set out in Appendix 1 be added to Part 3.5 of the Constitution;
- 4. Delegated authority to the Monitoring Officer, in consultation with the Leader of the Council, to amend the Constitution to make minor amendments to the functions and procedure rules for the BPB and to amend other parts of the Constitution, including Article 13 – Decision Making, Part 4.2 - Access to Information Procedure Rules and Part 4.4 of the Executive Procedure Rules, to take account of the existence of the BPB.

The recommendations were put to the vote and agreed with 38 votes for and 1 abstention.

Resolved -

“That Council note the recommendations of Cabinet on 5th March 2024 -

- 1. Approve the setting up of a joint committee across the six Berkshire local authorities to exercise executive functions in relation to economic prosperity.
- 2. Delegate authority to the Chief Executive, in consultation with the Leader of the Council and the Executive Director of Finance and Commercial, to

Council - 07.03.24

agree and enter into an inter-authority agreement between the six Berkshire local authorities to facilitate decision-making by the Berkshire Prosperity Board Joint Committee (BPB)

That Council resolves -

3. Approval of the functions and procedure rules for the Berkshire Prosperity Board Joint Committee (BPB) as set out in Appendix 1 be added to Part 3.5 of the Constitution;
4. Delegated authority to the Monitoring Officer, in consultation with the Leader of the Council, to amend the Constitution to make minor amendments to the functions and procedure rules for the BPB and to amend other parts of the Constitution, including Article 13 – Decision Making, Part 4.2 - Access to Information Procedure Rules and Part 4.4 of the Executive Procedure Rules, to take account of the existence of the BPB.

Chair

(Note: The Meeting opened at 7.00 pm and closed at 11.34 pm)

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Slough Borough Council

Report To:	Council
Date:	25 April 2024
Subject:	Recommendations of the Cabinet from its meeting held on 15 th April 2024: 2023-24 Q3 Corporate Performance Report
Lead Member:	Cllr Dexter Smith – Leader of the Council
Chief Officer:	Chief Executive
Contact Officer:	Dave Hounsell - Group Manager
Ward(s):	All
Exempt:	No
Appendices:	A - Corporate Performance Report – Dec-23

1. Summary and Recommendations

- 1.1. The Council was set a Direction to improve evidence-based decision-making. One mechanism to achieve evidence-based decision-making is to implement a robust, transparent, and regular corporate performance reporting cycle. This corporate performance reporting cycle is a key component of the council's Performance Management Approach.
- 1.2. This report was considered by the Cabinet at its meeting held on 15th April 2024 and it was agreed to refer the report to Council on 25th April 2024. The Cabinet receives a Corporate Performance Report each quarter and agreed in October 2023 to refer the report to full Council on a six-monthly basis.

Recommendations:

Council is recommended to note and comment on the Council's current performance and mitigating actions as measured by the key performance indicators within the corporate management information report and scorecard.

Commissioner Review

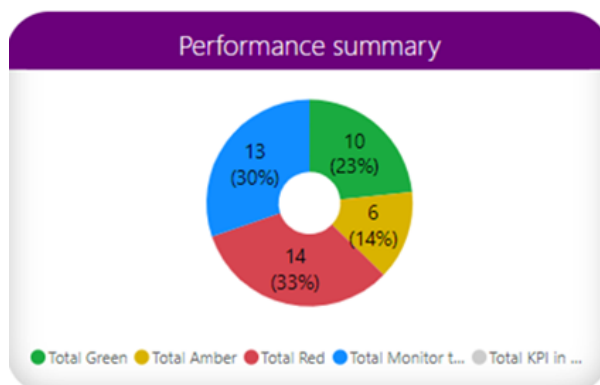
"Commissioners welcome this report and in particular the clarity around areas that are underperforming. We trust the Council will take ownership of its performance and seek to improve where the report highlights performance is below the required level."

2. Report

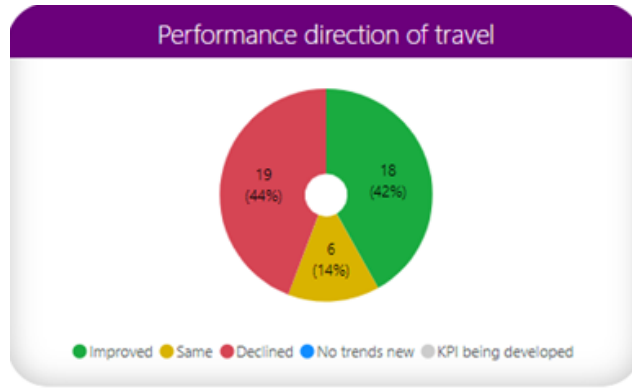
- 2.1. This is the quarter 3 report to Cabinet on the key performance indicators from the 2023/24 corporate management information scorecard aligned to the strategic priorities in the new Corporate Plan. This performance report aligns to reports on

risk, finance, and audit in the monthly corporate assurance model, reporting to CLT Assurance forum.

- 2.2. The corporate performance scorecard will be reviewed and amended in Q1 2024/25 to meet the corporate priorities of the Council. There will be an increased emphasis on linking performance trends to action tracking. They will also be reviewed to take account of the role of the Office of Local Government (Oflog). Oflog is committed to ensuring the [Local Authority Data Explorer](#) presents a rounded set of themes and metrics which best reflect the roles and responsibilities of local authorities and to benchmark local government performance.
- 2.3. The council is developing recovery success measures to drive the Phase 2 Recovery Plan. These are being developed through a learning network with Thurrock, Croydon, and Woking. They will be reviewed and approved at Cabinet and Improvement & Recovery Board by Q2 2024/25.
- 2.4. At present there are 31 published Best Value performance metrics in the OFLOG Data Explorer covering themes including waste management, planning, adult social care, roads, adult skills and corporate & finance, and some of the datasets reported are historic. However, it is expected over time that this dataset will be expanded to include new themes. In the meantime, the Council will make use of other performance datasets, including LG Inform and CIPFA benchmarking to ensure it has comparable performance data.
- 2.5. Overall, for Dec-23 the strategic performance picture remains variable. 23% (10) of the 43 key performance indicators (KPIs) are performing either at or better than target. 14% (6) indicators are performing marginally worse than target, and 33% (14) indicators are performing below the red KPI threshold. A further 30% (13) indicators are monitored for trends.



- 2.6. Compared to the previous month or similar period from last year, performance has improved for 37% (16) of the 43 KPIs, remained the same for 14% (6) and declined for 49% (21).



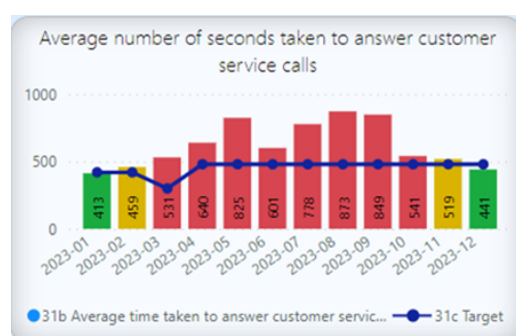
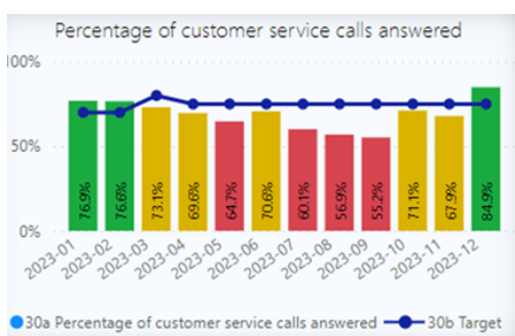
2.7. Appendix A of the corporate performance report summarises progress against the Council’s priorities as presented in December 2023. The report includes:

- Summary progress against the strategic outcomes in the Corporate Plan.
- Areas for recognition, where the council can learn from promising practice - trends that indicate the council is on track for delivering its objectives (refer to pages 9 to 11).
- Areas of improvement – trends that indicate the council is improving although performance currently below agreed target (refer to pages 12 to 14).
- Areas that require a continued focus on improvement - trends that indicate the council is not on track for delivering its strategic objectives (refer to pages 15 to 19).

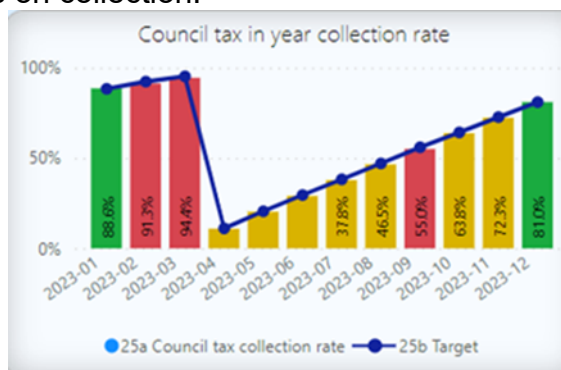
2.8. In Appendix A, pages 2 to 8 outline the performance trends against the 43 strategic KPIs, and the mitigating actions and action owners. Each action has an assigned Executive Director owner, who is accountable for the performance level, and who will assign responsibility for delivery to officers. Further, pages 22 to 29 include charts showing trends over time for each metric along with progress against target agreed.

2.9. Key areas of improvements:

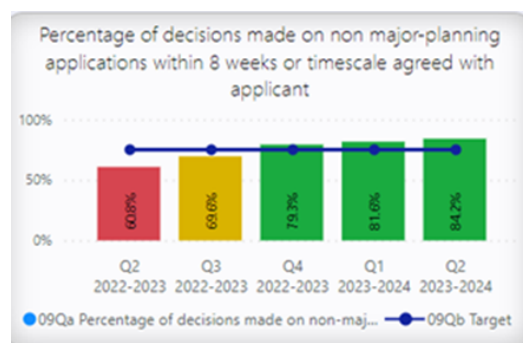
- An improvement in the percentage of customer service calls answered and call waiting times with performance exceeding target for the first time since Jan/Feb-23. Call centre wait times during Dec-23 reduced to 07 mins 21 seconds and calls answered increased at 84.9% (4,977). The Customer Services Improvement project team have been working on service improvements including telephone interactive voice response messages and video development for our website and digital channels.



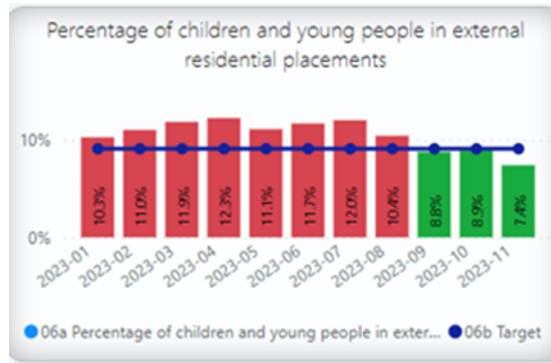
- An improvement in the in-year council tax collection rate, at 81.0% for Dec-23 the rate is 0.86% ahead of the collection rate achieved this time last year and for the first time since Jan-23 above the revised in-year target of 80.95%. To improve collection rates, the team are implementing additional technology that will automate high volume, low value tasks, which will free up resources to focus on collection.



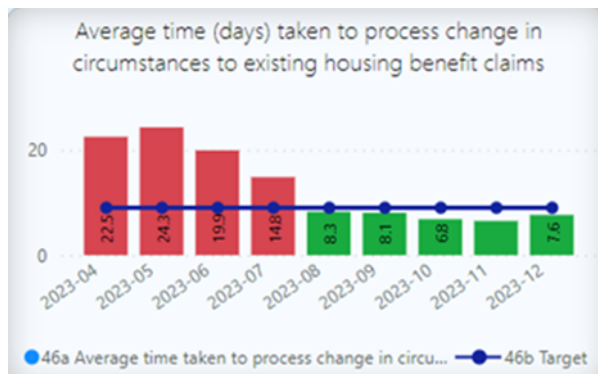
- Major and non-major planning applications decisions made within timescale during 2023/24 Q2 remain consistently high. Performance trends actively monitored at management meetings focussing on identifying service improvements actions to issue decisions within timescale including regularly reviewing applications with officers, timely site visits to assess planning applications and where necessary seek amendments to developments early in the process. Slough planning service ranked in the top quartile nationally.



- An improvement in the number and proportion of children in external residential placements with 7.4% (16 children) during Nov-23 and lower than target of 9.1%. This is the lowest rate over the last 12 months, with the rate at its peak during Apr-23 at 12.3% (31 children). We have also seen cost reductions for children who continue to be placed in these types of placements. External Placement Panel review all children in external placements, targeting those specifically in residential care, identifying those that specifically can be placed in fostering placements.

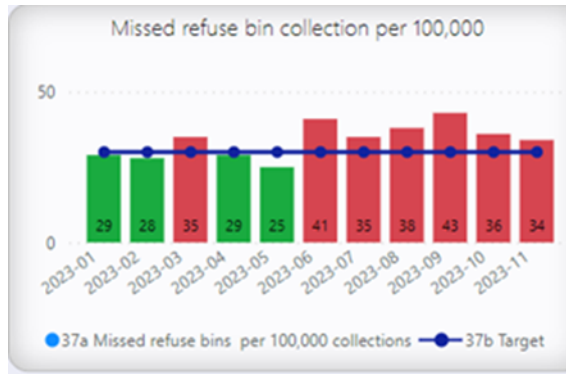


- A slight increase in the average time taken to process change in circumstances to existing housing benefit claims due to fewer processing days and with staff taking leave during Dec-23. At 7.64 days during Dec-23, this remains below target of 9 days for the last 5 months however increased by 1.14 days from the previous month. The year-to-date average processing time for changes of 13.71 days is reduction of 0.72 days from the previous month. The Council has made a significant investment in automation, a detailed improvement plan is in place which will remedy existing issues and help to improve processing times to an acceptable and sustainable level by the end of the financial year.

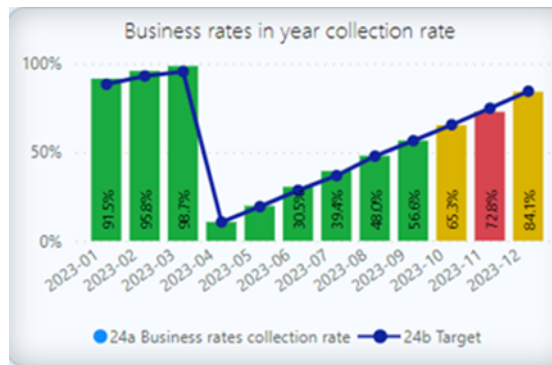


2.10. Key areas of improvement although performance below agreed target:

- An improvement in missed refuse bin collection rate over the last two months from 43 missed per 100,000 during Sept-23 to 34 during Nov-23 however performance remains above target of 30. Guidance on the council's website on how to prevent a rejected bin collection due to overloading or contamination. Online form available to report a missed bin collection. An oversight & variation log created to tackle persistent problems or repeat occurrences. This is shared weekly with team to highlight hotspots and problem areas and for confirmation that the appropriate action has been completed.

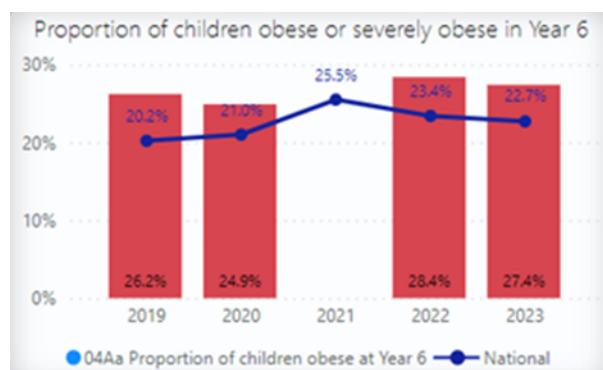


- An improvement in the business rate in-year collection rate with the gap between collection rate and in-year target reducing. The business rate in-year collection rate of 84.10% for Dec-23 is 0.30% below the in-year target of 84.40% and 0.16% lower than the collection rate achieved this time last year. The council continues to take appropriate recovery action on those businesses that do not keep their payments up to date.



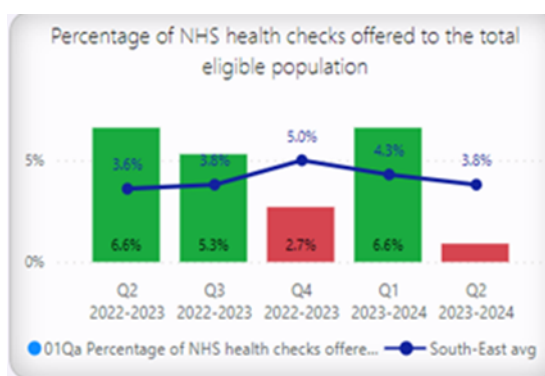
2.11. Key areas that require a continued focus on improvement:

- Over a quarter of children aged 10 to 11 years measured as part of the National Child Measurement Programme (NCMP) classified as obese or severely obese. In 2022/23, 27.4% (635) of children aged 10 to 11 years classified as obese (including severely obese), no significant change from the previous year of 28.4% (660) and significantly worse than the national average of 22.7% and South-East region average of 19.4%. Children and Young People (CYP) weight management service will be removed from current integrated wellness service. Public Health Officer for CYP now in post (started in Dec-23) and will lead on a whole systems approach to weight management and healthy eating for CYP. A work plan to be developed by the end of Jan-24.

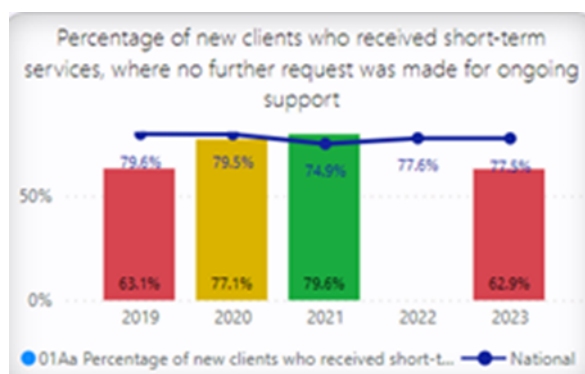


- A reduction in eligible population offered an NHS health check in Slough, a reduction from 6.6% (2,565) during Q1 to 0.9% (355) during Q2 and below the national average of 5.6% and South-East average of 3.8%. Rate likely to improve once late reporting taken into account as it has done in previous quarters.

Improvements actions include 1:1 visits of GP practices delivering NHS health checks in Slough to understand barriers and opportunities to improve delivery. Use of data from performance dashboards to map health checks offered at GP practice level to contribute to improvements and share best practise using universal offer combined with a more targeted approach. Liaising with Solutions4Health to better understand their health check offer and exploring opportunities to supplement GP offer and encourage outreach.

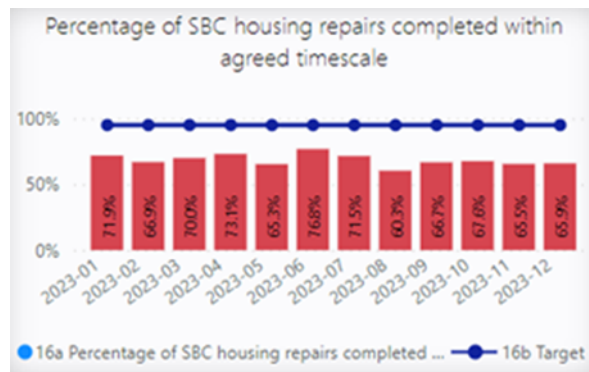


- 62.9% of new ASC clients during 2022/23 received short-term services where no further request was made for ongoing support. A reduction from the previous year of 79.6%, ranking Slough in the bottom quartile nationally. Reablement service increased the flow of service users entering reablement. This includes service users with complex needs where targeted goal-based therapy interventions can benefit, increase independence, and reduce dependency on direct care provision. We routinely consider people we're aware will require on-going support but at the reduced level through our interventions. This approach enables us to rehabilitate those with complex needs, significant changes in presentation to improve their quality of life, functional abilities and to adjust the level of care needs post reablement.



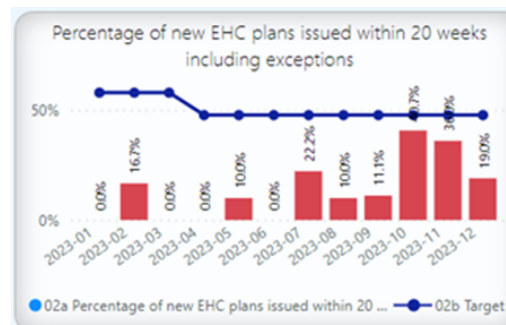
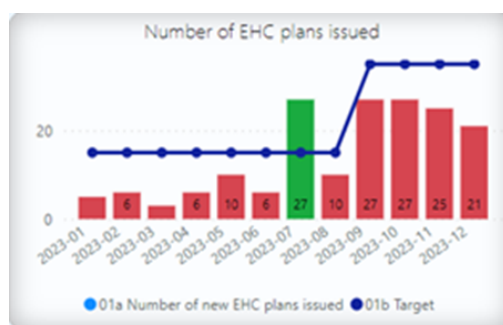
- A reduction in the number of housing repairs completed on time during De-23 with over 2,570 responsive repairs to action. Housing repairs completed within timescale at 66% (1,184) remains a major issue for responsive repairs service and well below target of 95%. The high number of damp & mould

cases continues to impact the service as well as an increase in repairs due to persistent bad weather, high levels of sickness during December and staff on leave during the festive holidays. Regular management meetings scheduled with senior management to discuss critical issues including complaints. Proposals in discussion to introduce a new approach to working smarter to reduce response times.



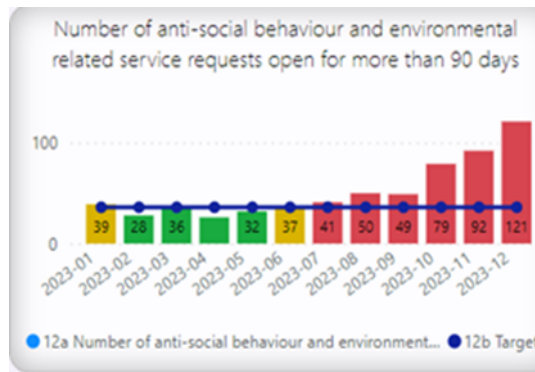
- A reduction in the number of EHC plans completed within timescale, with 21 EHC Plans finalised in the month, of which 19.0% (4) finalised within the statutory 20 weeks' timeframe with rate remaining below target. Over 160 children waiting for a late running EHC needs assessment. The rate was impacted with fewer working days during Dec-23 and interim staff taking 2 weeks leave.

SEN Team actively reducing backlog of late running EHC needs assessments. Draft EHC plans quality assured within the new assessment framework prior to issuing. Business Support Officers (BSO) allocated to maintain clear records of panel decisions and to ensure improved coordination of advice requests and to inform high quality decision letters. Case officers to access decisions from single location to provide improved communication of decisions to stakeholders. All SEND 0-25 Officers involved in weekly training developing quality of EHC plan writing, including writing effective and appropriate outcomes. Training in place from DfE to develop quality of PFA outcomes. Live case tracker embedded to ensure clarity and consistency of process recording to run concurrently with Capita One system allowing for clearer accountability and cross validation of data. All 'legacy' outstanding Educational Psychologist (EP) assessment requests now allocated by Personal Education Plans (PEP).

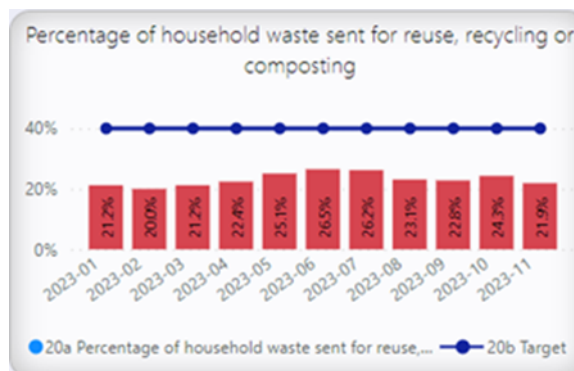


- The number of anti-social behaviour and environmental related service requests open for more than 90 days on the increase since Apr-23. We have seen an increase in housing regulation investigations which can take months

to resolve. All cases reviewed each month and appropriate action taken. Teams continue to work with Communications and Direct Services Operations (DSO) team to target hotspots for household fly-tipping and are building legal cases for enforcement. Noise nuisance cases can take 4 or 5 months to resolve. Complex cases require investigation and officers to take formal legal action, cases closed at the completion of formal action. This is not necessarily a negative as it's about reaching the right outcome and as our enforcement teams take a more robust stance, we may see an increase in the number of cases taking longer than 90 days.



- Compared to similar period last year, a decrease in the percentage of household waste sent for reuse, recycling or composting and remains well below the 40% target. Recycling rates cyclically decline during the winter months due to a reduction in green waste, however the rate in Slough remains low in all seasons. Slough increased the types of plastic that are recyclable. Residents can now recycle loose plastic in their red recycling bins. This should reduce the number of bins rejected due to contamination resulting in an increase in recyclables.



3. Implications of the Recommendation

3.1. Financial implications

- The key performance indicators from the corporate management information scorecard are aligned to the priorities in the Corporate Plan. The Corporate Plan articulates a commitment to delivering financial prudence and demonstrating Best Value for residents, any monies needed to achieve improved performance must be funded within the council revenue budgets.

- A separate finance report is presented to Cabinet quarterly that shows the financial performance of Slough Borough Council but clearly links with information in this report. Separate commentary is provided on business rate and council tax collection rates. Failure to collect in line with in-year collection fund assumptions has adverse implications for the following year's revenue budget.

3.2. *Legal implications*

- Whilst there is no statutory duty to report regularly to Cabinet on the Council's performance, as a best value authority under the Local Government Act 1999, the Council has a statutory duty to secure continuous improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency, and effectiveness. Regular reporting of performance can assist the Council to demonstrate best value.
- The Council's Annual Governance Statement for 2022/23 was approved by Audit and Corporate Governance Committee in July 2023. This included a number of actions, including an action to improve the systems in place for managing performance. This stated that the Council must ensure basic systems and controls are in place to ensure that performance is managed, and risk appropriately identified, reported and monitored. Performance data should measure the quality of services for users, use of resources and value for money. Performance indicators should be set drawing on sector wide data sets from various organisations including the Local Government Association and CIPFA.
- The Government has published draft best value guidance which identifies seven best value themes. Under the theme of Service Delivery, local authority data is one of the means to identify whether services are being delivered efficiently and effectively and services should be benchmarked against comparable authorities. Performance should be regularly reported to the public to ensure that citizens are informed of the quality of services being delivered. Under the theme of Continuous Improvement, frequent monitoring, performance reporting and updating of improvement plans is identified as a characteristic of a well-functioning authority. Under the theme of Governance, it is recommended that performance management information measures actual outcomes effectively and is frequently interrogated to allow under performance to be addressed.

3.3. *Risk management implications*

- Mitigating actions are in place for strategic performance indicators where key performance trends require action. These actions are proposed by the responsible manager, and updates are monitored at the monthly CLT Assurance forum.
- The monthly CLT Assurance forum considers finance, risk, and performance to ensure that the leadership team receive a rounded picture on the health of the organisation, to inform improvement actions.

3.4. *Environmental implications*

- Strategic performance indicators aligned to priority 3 of the corporate plan retains and expands upon environmental commitments under the following strategic objective *'reducing Slough's carbon footprint, promoting active travel and sustainable*

forms of transport, and taking action to prevent or minimise the impact of climate change’.

3.5. Equality implications

- The Equality Act 2010 sets out duties for local authorities in relation to equalities, including the public sector equality duty, which requires the Council to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not. In relation to equality of opportunity, the legislation requires the Council to consider the need to remove or reduce disadvantage, meet the needs of people with protected characteristics and encourage people with protected characteristics to participate in public life and other activities. Performance data can assist the Council to identify gaps in service and consider what action is required to address this.

4. Background Papers

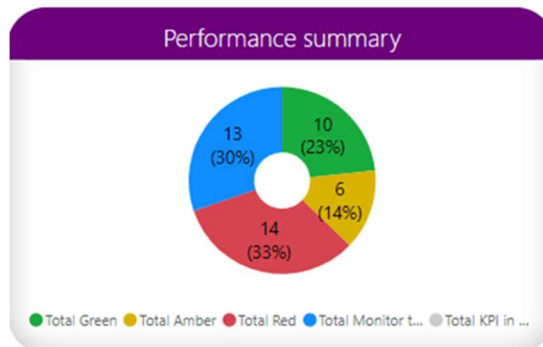
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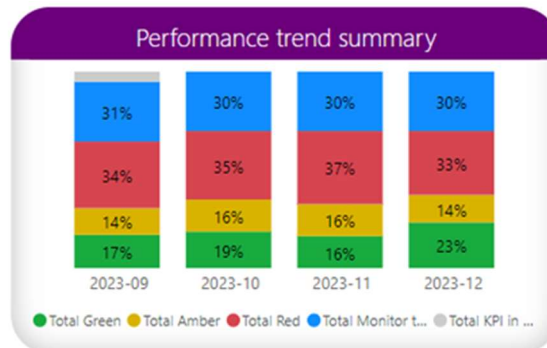
Strategic performance position

The latest position of the Council’s key performance indicators at the end of Dec 2023 shows a mixed picture: however, there are key movements within indicator trends. Of the 43 indicators reported:

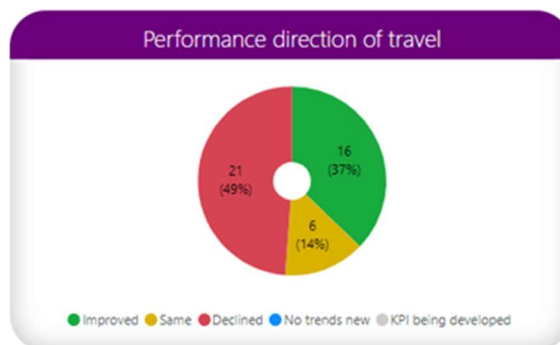
- 23% (10 indicators) were rated overall as **Green**,
- 14% (6 indicators) rated as **Amber**,
- 33% (14 indicators) rated overall as **Red** and
- 30% (13 indicators) where the metric is monitored for trends (**blue**)



Mixed overall performance compared to the previous month with changes to RAG status for 6 key performance metrics from priority 1, priority 2 and corporate health.



Compared to last month or similar period from previous year, performance has improved (↑) for 37% (16) of the 43 KPIs, remained the same (→↔) for 14% (6) and declined (↓) for 49% (21).



Corporate Management Information Scorecard 2023/24

Outcome	Performance Measure	Good to be	Frequency	Previous update	Previous Performance	Performance direction of travel	Latest update	Latest Performance	Target	Mitigating actions	ED Lead	Comparison
Priority 1 A borough for children and young people to thrive	Number of new EHC plans issued	High	Monthly	Nov-23	R 25	↓	Dec-23	R 21	>=35	Live case tracker embedded to ensure clarity and consistency of process recording to run concurrently with Capita One system allowing for clearer accountability and cross validation of data. All 'legacy' outstanding Educational Psychologist (EP) assessment requests now allocated by Personal Education Plans (PEP).	ED for Children's Services	Slough Mar-22 173 Mar-23 145
	Percentage of new EHC plans issued within 20 weeks including exceptions	High	Monthly	Nov-23	R 36.0% (9)	↓	Dec-23	R 19.0% (4)	>=national average		ED for Children's Services	2022 Slough 11.4% National 47.7% South East 44.8% CIPFA NN 53.6%
	Percentage of eligible 2 year olds receiving 15 hours of free early years education or childcare	High	Termly	Spring 2023	R 55.9%	↓	Summer 2023	R 54.5%	>=65%		ED for Children's Services	Summer 2023 Slough 54% National 74% Ranking National 138/140 South East 18/19 SN Group 10/10
	Pupil exclusions in Slough schools as a percentage of school population	Low	Termly	Summer 2023	Mon 0.04% (13)	↔	Autumn 2024	Mon 0.04% (12)	Metric in place to monitor trends	The rate has been rising in Slough in line with national data following the Covid lockdown. A new Preventing Exclusions Strategy in development to identify pupils at risk and provide early interventions.	ED for Children's Services	2021/22 Slough 0.08 (25) National 0.08 South East 0.04 SN average 0.06
	Children Missing from Education (CME) as a percentage of school population	Low	Termly	Autumn 2022	Mon 0.20% (66)	↓	Spring 2023	Mon 0.26% (90)	Metric in place to monitor trends	Implementation of a multi-agency approach to support vulnerable children missing education (CME) and children absent from school/children missing in education (CMIE). Training service partners on attendance procedures. Implementation of multi-agency meeting/forums. Adopting the RBWM toolkit and disseminating the ERSA programme/strategies across Slough schools and LA practitioners including social care, early help, admissions, SEND. Develop a cohesive understanding of behaviour and how it links to persistent absence and safeguarding/CE and SEND. Develop and implement 'Team Around the School' systems for better understanding of blockages/issues to poor attendance.	ED for Children's Services	Spring 2023 Slough 0.26% South East 0.13% Ranking South East 17/18
	Percentage of care leavers in education, employment or training	High	Monthly	Oct-23	A 50.0% (44)	↓	Nov-23	A 47.7% (41)	>=52%	Virtual school meet with all young people who are NEET as well as personal advisors. A number of NEET are new to the country (12) and have a September destination for employment which are not yet counted.	ED for Children's Services	2022/23 Slough 49.0% National 56.0% South East 57.0% SN average 55.0%
	Rate per 10,000 of children receiving targeted early help	Low	Monthly	Oct-23	Mon 157.6 (688)	↑	Nov-23	Mon 147.1 (642)	Metric in place to monitor trends	Children open to the service have been reviewed and those that no longer require services have been closed. We expect this to increase as a result of children from the Assessment and Intervention and Safeguarding and Support services to step down which will be identified through the Child in Need Forum.	ED for Children's Services	external benchmarking not available (project starting this year which will hopefully make benchmarking available)

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Outcome	Performance Measure	Good to be	Frequency	Previous update	Previous Performance		Performance direction of travel	Latest update	Latest Performance		Target	Mitigating actions	ED Lead	Comparison
Page 35	Percentage of children looked after in external foster care placements	Low	Monthly	Oct-23	R	38.4% (86)	↑	Nov-23	R	37.5% (81)	<=34%	External Placement Panel review all children in external placements, targeting those specifically in residential care, identifying those that specifically can be placed in fostering placements. This process takes time as sourcing a suitable home for children will need to be completed and appropriately matched based on their needs. The number of children is relatively stable however the overall number of children in care has been decreasing which is primarily causing the percentage increase.	ED for Children's Services	external benchmarking not available
	Percentage of children and young people in external residential placements	Low	Monthly	Oct-23	G	8.9% (20)	↑	Nov-23	G	7.4% (16)	<=9.1%	External Placement Panel review all children in external placements, targeting those specifically in residential care, identifying those that specifically can be placed in fostering placements. This process takes time as sourcing a suitable home for children will need to be completed and appropriately matched based on their needs.	ED for Children's Services	external benchmarking not available
	Rate per 10,000 of Children Looked After (CLA)	Low	Monthly	Oct-23	Mon	51.3 (224)	↑	Nov-23	Mon	49.5 (216)	Metric in place to monitor trends	Due to a recent decrease in CLA numbers we are currently below statistical neighbours. CLT is cited when rate increases especially as a result of the National Transfer Scheme or an increase in Unaccompanied Asylum Seeking Children. We review all children subject to CP plans for over 9 months to test that decisions are not being delayed. A challenge session will be in place by end of Feb-24 led by Head of Service and Reviewing Service Manager.	ED for Children's Services	2022/23 Slough 57.0% National 71.0% South East 57.0% SN average 58.7%
	Percentage of referrals to children's social care within 12 months of earlier referral	Low	Monthly	Oct-23	G	18.8% (42)	↓	Nov-23	G	20.3% (57)	<=22.0%	Re-referrals are continually tracked and monitored each month. Previous interventions are reviewed to explore whether the re-referral could have been avoided and to disseminate the learning. This is reviewed by the Head of Service, Team Manager and the Allocated Worker.	ED for Children's Services	2022/23 Slough 20.0% National 22.0% South East 28.0% SN average 19.0%
	Percentage of children aged 2.5 years who received a 2-2.5 year child development review	High	Quarterly	Q3 2022-23	G	82.8% (452)	↑	Q4 2022-23	G	94.1% (524)	>= national average	A streamlined reporting arrangement developed between Public Health CYP Lead and provider Solutions4Health's analytical team for ongoing submissions of child development and health visiting metrics to the national portal in line with DHSC guidelines. National submissions of 0-5 years health visit metrics submitted for Q1 and Q2 2023/24. Children aged 2-2.5 developmental reviews booked via appointment continue to operate from Slough children centres with 506 completed during 2023/24 Q1 and a further 441 during Q2.	ED for Children's Services / Director of Public Health and Public Protection	2021/22 Slough 85.8% National 74.0% South East 76.9% CIPFA NN 71.6%
	Proportion of children obese including severely obese at Year 6	Low	Annual	2021/22	R	28.4% (660)	↔	2022/23	R	27.4% (635)	<= national average	Children and Young People (CYP) weight management service will be removed from current integrated wellness service. Public Health Officer for CYP now in post (started in Dec-23) and will lead on a whole systems approach to weight management and healthy eating for CYP. A work plan to be developed by the end of Jan-24.	ED for Children's Services / Director of Public Health and Public Protection	2022/23 Slough 27.4% National 22.7% South East 19.4%

	Percentage of new clients who received short-term services, where no further request was made for ongoing support	High	Annual	2021	G	79.6%	↓	2023	R	62.9%	>=national average	Reablement service increased the flow of service users entering reablement. This includes service users with complex needs where targeted goal-based therapy interventions can benefit, increase independence and reduce dependency on direct care provision. We routinely consider people we're aware will require on-going support but at the reduced level through our interventions. This approach enables us to rehabilitate those with complex needs, significant changes in presentation to improve their quality of life, functional abilities and to adjust the level of care needs post reablement.	ED for Adults Services	2023 ASCOF Ranked 124/152 SN Group 17/19 Slough 62.9% National 77.5% South East 77.7%
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Outcome	Performance Measure	Good to be	Frequency	Previous update	Previous Performance		Performance direction of travel	Latest update	Latest Performance		Target	Mitigating actions	ED Lead	Comparison
					Mon	9.9% (39)			Mon	9.0% (25)				
Priority 2 A town where residents can live healthier, safer and more independent lives	Percentage of safeguarding referrals that meet section 42	High	Quarterly	Q2 2023-24	Mon	9.9% (39)	↓	Q3 2023-24	Mon	9.0% (25)	Metric in place to monitor trends	Safeguarding data regularly reviewed by Interim Head of Adult Safeguarding and Analyst to identify trends and actions identified. Trends and appropriate actions presented at monthly Adults Leadership Team. Safeguarding trends reviewed at Slough Safeguarding Partnership (sub-group) with accompanying narrative.	ED for Adults Services	Slough 2019/20 11.6% (230) 2020/21 16.4% (240) 2021/22 13.5% (195) 2022/23 12.3% (165)
	Percentage of eligible adults managing their care via a direct payment	High	Quarterly	Q1 2023-24	Mon	25.2% (317)	↑	Q2 2023-24	Mon	26.6% (325)	Metric in place to monitor trends	This metric measures the volume of support provided by the Local Authority to empower local people to self-direct their own care and support. Performance is reviewed monthly at DLT and is also subject to quarterly review at the South-East ADASS user group. This enables ongoing monitoring of our long-term client cohort at the end of each reporting period and benchmarked against the South East ADASS group.	ED for Adults Services	2023/24 Q2 SE ADASS group Ranked 6/16 26.6% 2023 ASCOF Ranked 36/152 SN Group 3/19 Slough 31.6% National 26.2% South East 25.9%
	Percentage of care homes in the borough with a Care Quality Commission (CQC) rating of either good or outstanding	High	Quarterly	Q2 2023-24	Mon	64.3% (9)	↔	Q3 2023-24	Mon	64.3% (9)	Metric in place to monitor trends	A revised programme with intensive support to care homes through the quality assurance team to improve quality has been developed and launched January 2024, working with NHS Frimley ICB's Care Home Lead, East Berkshire Care Home Support Team, and the Medicines Optimisation Care Home (MOCH) team.	ED for Adults Services	
	Number of anti-social behaviour and environmental related service requests open for more than 90 days	Low	Monthly	Nov-23	R	92	↓	Dec-23	R	121	<=36	All cases are reviewed each month and appropriate action taken. Teams continue to work with Comms and DSO to target hotspots for household fly-tipping and building legal cases for enforcement. Complex cases require investigation and officers to take formal legal action, cases are closed at the completion of formal action. This is not necessarily a negative as it's about reaching the right outcome and as our enforcement teams take a more robust stance, we may see an increase in the number of cases taking longer than 90 days.	Director of Law & Governance	Slough Mar-22 271 Mar-23 36
	Percentage of NHS health checks offered to the total eligible population in the quarter	High	Quarterly	Q1 2023-24	G	6.6% (2,565)	↓	Q2 2023-24	R	0.9% (355)	>= South East region average	Developing a NHSHC new health check primary care contract for 2024/25, this will be commissioned locally aiming to review health care specifications to improve our performance and quality of checks. The new contract will be in place from 01-Apr-24 and agreed with all GP practices in Slough. 1:1 visits of GP practices delivering NHS health checks in Slough to understand barriers and opportunities to improve delivery. Continue the evaluation process of the NHSHC program locally using the data from the performance dashboard to map the health checks offered at GP practice level in Slough with a focus on the numbers, quality of checks and gaps. Liaising with the Solution4Health to better understand their health check offer exploring how they can be more effective in their approach in terms of supplementing the GP offer in terms of targeted checks and encourage outreach.	ED for Adults Services / Director of Public Health and Public Protection	2023/24 Q2 Slough 0.9% National 5.6% South East 3.8% CIPFA NN 6.6%

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Outcome	Performance Measure	Good to be	Frequency	Previous update	Previous Performance		Performance direction of travel	Latest update	Latest Performance		Target	Mitigating actions	ED Lead	Comparison
Priority 3 A cleaner, healthier and more prosperous Slough Page 37	Average re-let time in days for standard voids	Initially high before performance starts to improve	Monthly	Nov-23	R	294 days (6)	↓	Dec-23	R	308 days (19)	<=35 days	Performance regularly reviewed at housing management meetings to address issues and risks. The Housing NEC allocations module requires further adjustments to the selection process to enable a fully automated system approach to lettings. Meeting held on the 22-Nov-23 to clarify final adjustments which are now with the project team for implementation. In the meantime, a new Allocations Manager in post and a work around in place to take account of the further IT work to select applicants. A minimum level of lettings agreed with allocations staff until fully automated lettings process is in place. This will enable the return to normal levels of operation and void processes by the end of Dec-23.	ED for Regeneration, Housing and Environment	Slough 2021/22 89 days 2022/23 80 days
	Percentage of SBC housing repairs completed within agreed timescale	High	Monthly	Nov-23	R	65.5% (1,398)	↔	Dec-23	R	65.9% (1,184)	>=95%	Regular management meetings scheduled with senior management to discuss critical issues including complaints. Proposals in discussion to introduce a new approach to working smarter to reduce response times.	ED for Regeneration, Housing and Environment	Slough Mar-22 63.1% Mar-23 70.0%
	Percentage of decisions made on major planning application within 13 weeks or timescale agreed with applicant	High	Quarterly	Q1 2023-24	G	100% (5)	↔	Q2 2023-24	G	100% (1)	>=65%	Performance trends actively monitored at management meetings focussing on identifying service improvements to improve service.	ED for Regeneration, Housing and Environment	2023/24 Q2 Slough 100% National 88.2% South East 90.9%
	Percentage of decisions made on non-major planning application within 8 weeks or timescale agreed with applicant	High	Quarterly	Q1 2023-24	G	81.6% (120)	↑	Q2 2023-24	G	84.2% (117)	>=75%		ED for Regeneration, Housing and Environment	2023/24 Q2 Slough 84.2% National 88.8% South East 91.0%
	Percentage of household waste sent for reuse, recycling, or composting	High	Monthly	Nov-22	R	23.0%	↓	Nov-23	R	21.9%	>=40% by Mar-23	Campaign running to promote the importance of recycling waste and materials. Messages include the need to optimise recycling to conserve space in residents general waste bins. A policy change during-Sept-23 where residents can now recycle nearly all types of loose plastic in the household red recycling bins whereas previously only plastic bottles could be recycled. As a result we are already seeing a reduction in the number of bins rejected at recycling centre.	ED for Regeneration, Housing and Environment	2021/22 Slough 26.7% National: 41.9% South East: 46.4% CIPFA NN: 35.1%
	Missed refuse bin collection per 100,000	Low	Monthly	Oct-23	R	36	↑	Nov-23	R	34	<=30	Guidance on the council's website on how to prevent a rejected bin collection due to overloading or contamination. Online form to report a missed bin collection. An oversight & variation log created to tackle persistent problems or repeat occurrences. This is shared weekly with team to highlight hotspots and problem areas and for confirmation that the appropriate action has been completed.	ED for Regeneration, Housing and Environment	
Business rates collection rate	High	Monthly	YTD to Dec-22	G	84.26%	↓	YTD to Dec-23	A	84.10%	Dec-23 84.40% End of year 98.85%	The council continues to take appropriate recovery action on those businesses that do not keep their payments up to date.	ED for Finance and Commercial	2022/23 Slough 98.7% National 96.8 Unitary Authorities 97.1%	

Corporate Management Information Scorecard 2023/24

Outcome	Performance Measure	Good to be	Frequency	Previous update	Previous Performance		Performance direction of travel	Latest update	Latest Performance		Target	Mitigating actions	ED Lead	Comparison
	Council tax collection rate	High	Monthly	YTD to Dec-22	G	Adjusted 80.14%	↑	YTD to Dec-23	G	81.00%	Adjusted target Dec-23 80.95% End of year 94.60%	Targets for the remainder of this year and collection rates from the previous year adjusted to remove the impact of the 2.05% effect of the Energy Support Fund payments made in Sept-22. To improve collection rates, the team are implementing additional technology that will automate high volume, low value tasks, to free up resources to focus on collection. Automations including email indexing went live at the beginning of Sep-23 and the programme is due to run until the end of this year. We are now live with automations for direct debits and refunds. Moves-in/moves out is due to go-live during Dec-23. Council Tax Support scheme for 2024/25 has been reviewed and are proposing that the scheme remains the same in 2023/24.	ED for Finance and Commercial	2022/23 Slough 95.7% National 96.0% Unitary Authorities 96.2%
	Average time taken to process new housing benefit claims	Low	Monthly	Nov-23	R	27.54 days	↓	Dec-23	R	29.62 days	<=20 days	The Council has made a significant investment in automation, a detailed improvement plan is in place which will remedy existing issues and help to improve processing times to an acceptable and sustainable level by the end of the financial year. Currently testing automating Verified Earnings and Pensions (VEP) and Rent Increases which are the next highest volume transactions with the aim to live by the end of Jan-24. Following their visit in Sept-23, the Department of Work and Pensions (DWP) Improvement Team presented their findings in Dec-23 advising on any further improvement steps the council may wish to consider. We continue to work through their recommendations with a view to adding them to our improvement plan.	ED for Finance and Commercial	2022/23 Slough 35 days National 20 days South East 21 days
	Average time taken to process change in circumstances to existing housing benefit claims	Low	Monthly	Nov-23	G	6.50 days	↓	Dec-23	G	7.64 days	<=9 days		ED for Finance and Commercial	2022/23 Slough 13 days National 8 days South East 8 days
	Percentage of high priority audit actions overdue from 2021/22	Low	Quarterly	Sep-23	R	16.4% (9)	↑	Dec-23	A	3.6% (2)	0% by Mar-24	The overdue actions shared with each department for Department Leadership Teams (DLTs) to consider current position and respond. This will improve over time with the interventions in place.	ED for Finance and Commercial	
	Percentage of high priority audit actions overdue from 2022/23	Low	Quarterly	Sep-23	R	20.4% (11)	↓	Dec-23	R	31.5% (17)	0% by Mar-24	Progress is being made on closing actions on the tracker. Evidence of actions completed is obtained and quality assured by Internal Audit Manager and retained for use in follow up audits.	ED for Finance and Commercial	
	Variance between revenue budget and full year forecast	Low	Monthly	Oct-23	A	5.5% (£8.2m)	↑	Nov-23	A	5.3% (£8.2m)	0%	Risks are actively monitored and reported to Finance Board. The predominant theme emerging is one of unrealisable income targets being reported, some of which date back to previous years. There are service pressures leading to overspends where expenditure is greater than budgeted for.	ED for Finance and Commercial	
	Percentage of total savings for 2023/24 on track to be delivered by Mar-24	High	Monthly	Oct-23	A	91.4% (£20.5m)	↑	Nov-23	A	94.4% (£21.2m)	100%	Risks are actively monitored and reported to Finance Board. Services with support from finance are exploring potential mitigations and alternative in-year savings proposals and will report on those through future budget monitoring reports.	ED for Finance and Commercial	
	Percentage of contract exemptions RAG rated as Red	Low	Monthly	Nov-23	G	0% (nil)	↔	Dec-23	G	0% (nil)	0%	Meetings with Executive Directors and their management teams to review the contract register and procurement pipelines, to ensure there is forward planning to continue to prevent Red and Amber exemptions. Meetings to forward plan for 2024/25 financial year are taking place from Jan-24.	ED for Finance and Commercial	

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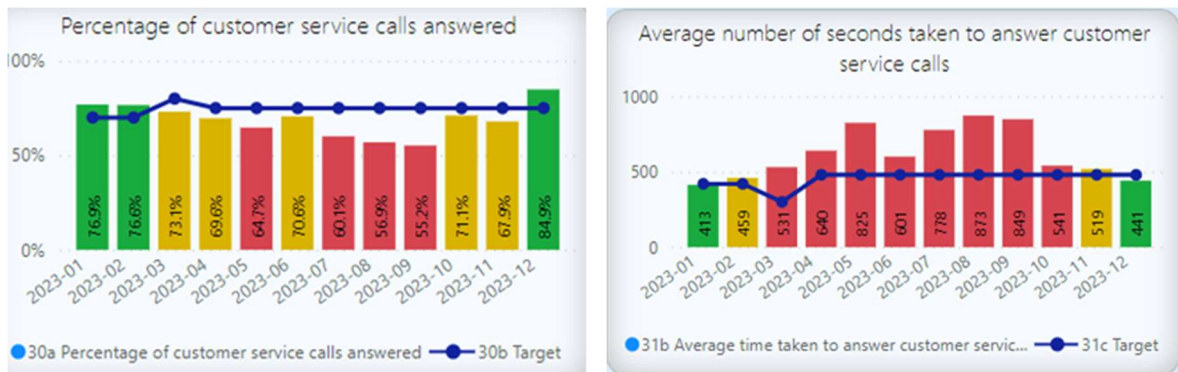
Outcome	Performance Measure	Good to be	Frequency	Previous update	Previous Performance		Performance direction of travel	Latest update	Latest Performance		Target	Mitigating actions	ED Lead	Comparison
Corporate Health	Percentage of customer service calls answered	High	Monthly	Dec-22	G	76.6% (7.7k)	↑	Dec-23	G	84.9% (4.0k)	>=75%	As part of the customer services improvement plan: • Telephone Interactive Voice Response (IVR) updated. From 01-Dec-23 queues options on the main Customer Services Contact Centre (01753 475111) re-vamped. There are now 6 main queues (Adult Social Care, Council Tax, Housing Benefit, Strategic Housing, Neighbourhood Services, Bins, Waste and Recycling (DSO) and 2 seasonal queues (School Admissions and Electoral Services) to support services during peak periods. • The IVR designed to promote website links for services which have digital provision. • New recordings uploaded on the IVR. • Scan Station promotion posters developed and displayed at all council access points. • Bus Pass phase 2 online module in development with implementation plans with 3rd party supplier for readiness to support annual renewals from March-24.	ED for Strategy & Transformation	Slough average 2021/22 49.9% 2022/23 69.9%
	Average time taken to answer customer services calls	Low	Monthly	Dec-22	G	06min 08sec	↓	Dec-23	G	07min 21sec	<=8 mins	• The IVR designed to promote website links for services which have digital provision. • New recordings uploaded on the IVR. • Scan Station promotion posters developed and displayed at all council access points. • Bus Pass phase 2 online module in development with implementation plans with 3rd party supplier for readiness to support annual renewals from March-24.	ED for Strategy & Transformation	Slough average 20/21 09min33sec 21/22 12min51sec 22/23 08min32 sec
	Percentage of stage 1 complaints partially or fully upheld	Low	Monthly	Oct-23	A	73.0% (27)	↑	Nov-23	A	71.1% (27)	<=67%	Quarterly service quality check meetings continue to take place focussing on identifying service improvements to improve service. The new 2 stage corporate complaints process and improved complaints webpage launched in Aug-23. Revised stage 1 & 2 complaints templates created in line with the new process, including pointers to refer to and learning actions/outcomes resulting in improvements in the quality of responses issued.	ED for Strategy & Transformation	Slough 2021/22 71.5% 2022/23 73.7%
	Percentage of IT service desk tickets resolved at first point of contact	High	Monthly	Nov-23	Mon	68.3%	↑	Dec-23	Mon	68.4%	Metric in place to monitor trends	New service desk processes continue to be reviewed and improved each month. Onboarding further services on Astro including Digital & TDA which is likely have an impact on the number of tickets raised. An increase in the usage of the Astro Support Hub resulting in less tickets being re-opened. Review of SLA timeframes in the system as these do not reflect the standard operating procedures.	ED for Strategy & Transformation	
	Percentage of IT service desk tickets resolved within SLA	High	Monthly	Nov-23	Mon	93.2%	↓	Dec-23	Mon	88.0%	Metric in place to monitor trends	Reporting released one month in arrears. Work underway with Matrix to provide greater insight. We will look to develop this workstream with new enhanced reporting moving into Q4.	ED for Strategy & Transformation	
	Interim staffing costs (£)	Low	Quarterly	Q1 2023-24	Mon	£5.5m	↓	Q2 2023-24	Mon	£5.9m	Metric in place to monitor trends	HR carrying out critical workstream reviews through the culture change programme. The staff network groups have recently produced a video showing staff how to complete equalities data on Agresso which is available on InSite. All staff user emails sent out alongside staff communication via the intranet to get people engaged with the changes.	ED for Strategy & Transformation	
	Percentage of staff equalities data recorded on Agresso	High	Quarterly	Jun-23	Mon	67.4%	↓	Sep-23	Mon	64.3%	Metric in place to monitor trends	Refresh of internal communications and engagement e.g., Staff Roadshows. Recruitment redesign workshop held as part of the council's recovery programme. New Applicant Tracking System in testing phase with users. Recruitment of director team and heads of service to stabilise workforce, improve engagement, embedding of culture change. Restructure of teams, job design, workforce planning activities to bring top talent into the organisation. Re-invigoration of exit interviews to understand reasons for leaving.	ED for Strategy & Transformation	Civil Service 2020 10.3% 2021 8.4% 2022 13.6%
	Staff turnover rate	Low	Quarterly	Rolling year to Jun-23	Mon	18.9%	↓	Rolling year to Sept-23	Mon	19.6%	Metric in place to monitor trends		ED for Strategy & Transformation	

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Outcome	Performance Measure	Good to be	Frequency	Previous update	Previous Performance		Performance direction of travel	Latest update	Latest Performance		Target	Mitigating actions	ED Lead	Comparison
	Number of working days lost due to sickness absence per FTE employee	Initially high to address under reporting	Quarterly	Rolling year to Jun-23	Mon	3.8	↑	Rolling year to Sept-23	Mon	3.9	Metric in place to monitor trends	This is likely to be under-reported. HR/OD encouraging timely and accurate reporting by working with management teams and through staff communications. Project underway to improve Agresso capability which is a barrier to under-reporting of absence. Sickness absence policy being re-written with a view to reducing bureaucracy and improving ease of use. This will be accompanied with a roll out plan for managers including robust training highlighting the importance of recording sickness on Agresso.	ED for Strategy & Transformation	Civil Service 2019 7.0 2020 7.4 2021 6.1 2022 7.9

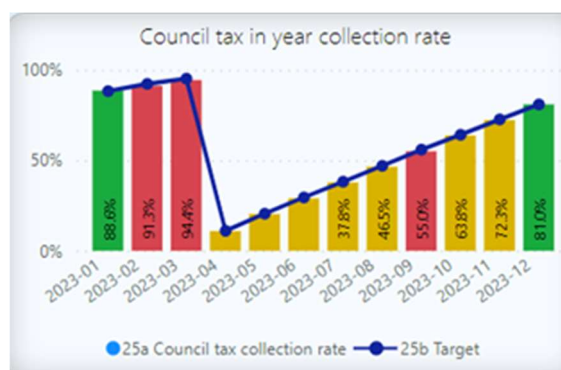
Positive trends:

- **Customer Services: an improvement in the percentage of calls answered and call waiting times with performance exceeding target for the first time since Jan/Feb-23:**



- An increase in customer service calls answered during Dec-23 at 84.9% (4,677) and a decrease in calls received compared to the previous month and similar period last year.
- The average call wait time reduced to 7mins 21 secs and lower than target of under 8mins for the first time since Jan-23.
- As part of the customer services Improvement plan:
 - Telephone Interactive Voice Response (IVR) updated. From 01-Dec-23 queues options on the main Customer Services Contact Centre (01753 475111) re-vamped. There are now 6 main queues (Adult Social Care, Council Tax, Housing Benefit, Strategic Housing, Neighbourhood Services, Bins, Waste and Recycling (DSO) and 2 seasonal queues (School Admissions and Electoral Services) to support services during peak periods.
 - The IVR designed to promote website links for services which have digital provision.
 - New recordings uploaded on the IVR.
 - Scan Station promotion posters developed and displayed at all council access points.
 - Bus Pass phase 2 online module in development with implementation plans with 3rd party supplier for readiness to support annual renewals from March-24.

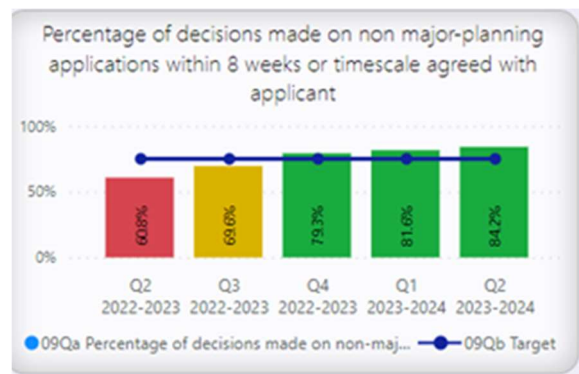
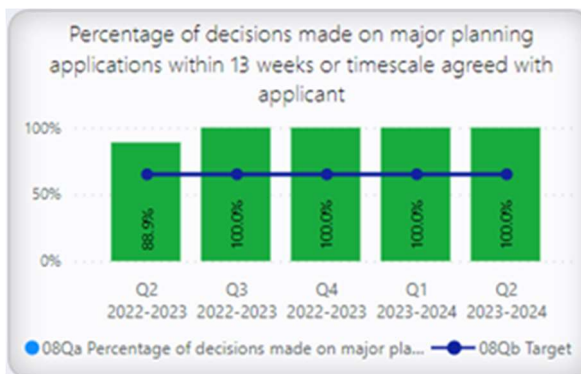
- **An improvement in the council tax in-year collection rate, 0.86% ahead of this time last year and for the first time since Jan-23 above the revised in-year target for Dec-23:**



- The council tax in-year collection rate of 81.0% for Dec-23 is 0.86% ahead of the collection rate achieved this time last year.
- For the first time since Jan-23, collection rate is 0.05% ahead of the Dec-23 revised in-target of 80.95%.

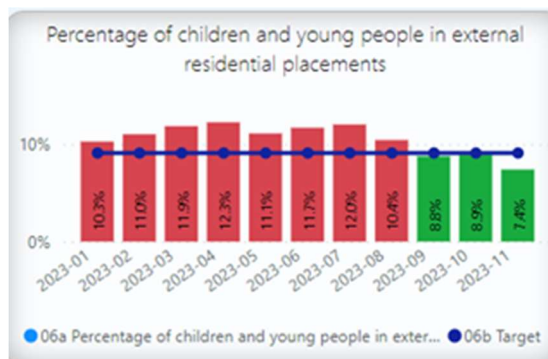
- Targets for the remainder of this year and collection rates from last year adjusted to remove the impact of the 2.05% effect of the Energy Support Fund payments made in Sept-22.
- To improve collection rates, the team are implementing additional technology that will automate high volume, low value tasks, which will free up resources to focus on collection. Automations including email indexing went live in Sep-23, Direct Debits, and Refunds in Nov-23, with Moves-in/Moves now due to go-live in January 2024. The programme is due to run until the end of this financial year.
- In addition, the service has invested in technology that will automate outbound text messages, emails and phone calls targeted at accounts already in arrears and those that may move to this stage soon.
- This has resulted in a 29% reduction in the number of council tax calls received by the customer service call centre compared to last year.
- Council Tax Support scheme for 2024/25 has been reviewed and are proposing the scheme remains the same in 2023/24.

● **Major and non-major planning applications decisions made within timescale during Q2 remain high:**



- The number and percentage of major and non-major planning application decisions made within timescales continues to remain high.
- The percentage of major planning applications decisions made within timescale remains above the national and South-East regional averages.
- Non-major applications decisions for Q2 improved to 84% and above target however the overall rate remains below the national and South-East regional average.
- Performance trends actively monitored at management meetings focussing on identifying service improvements to improve service.
- Slough planning service ranked in the top quartile nationally.

● **An improvement in the percentage of children and young people in external residential placements, the lowest rate over the last 12 months:**



- A decrease in the number and proportion of children in external residential placements with 7.4% (16 children) during Nov-23 and lower than target of 9.1%.
- This is the lowest rate over the last 12 months, with the rate at its peak during Apr-23 at 12.3% (31 children).
- We have also seen cost reductions for children who continue to be placed in these types of placements.
- External Placement Panel review all children in external placements, targeting those specifically in residential care, identifying those that specifically can be placed in fostering placements.

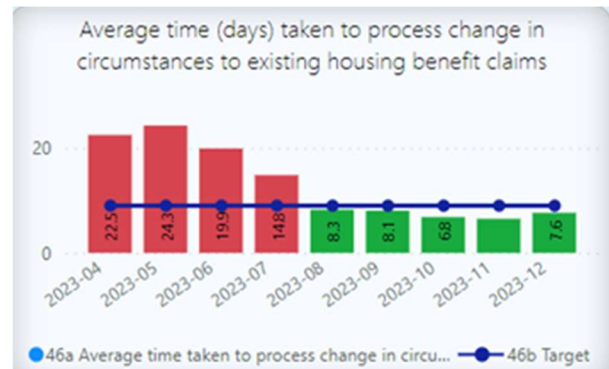
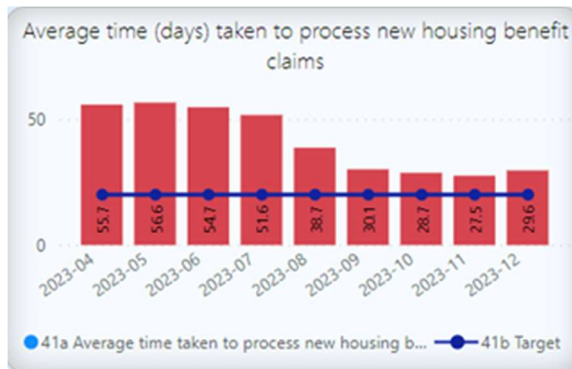
- **No contract exemptions RAG rated as red submitted to procurement review board:**



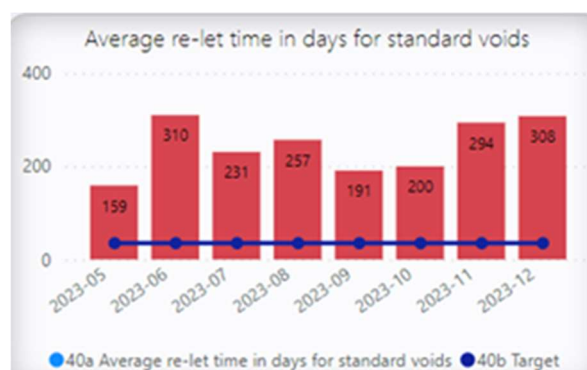
- Exemptions to the council’s contract procedure rules shows where good and sufficient reason demonstrated.
- During Dec-23, three exemptions were submitted to procurement review board seeking a direct award due to demonstrable best interest or sole supplier. They were all RAG rated green.
- Meetings with Executive Directors and their management teams to forward plan for 024/25 financial year are taking place from January 2024.

Areas of improvement although performance below agreed target:

- A slight increase in the average time taken to process new housing benefit claims and changes in circumstances during Dec-23 due to festive holidays with less processing days and staff leave, with new claims now taking 30 days (target 25) and changes 8 days (target 9):

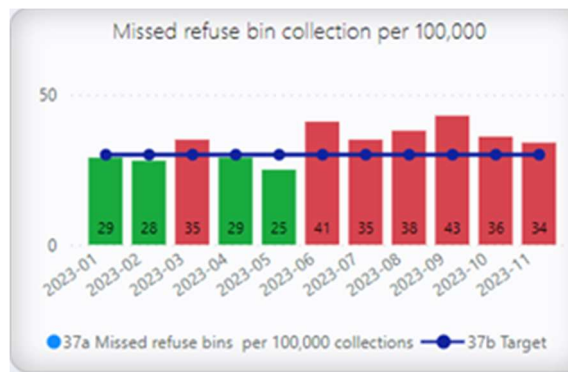


- Following their visit in Sept-23, the Department of Work and Pensions (DWP) Improvement Team presented their findings in Dec-23 advising on any further improvement steps the council may wish to consider. We continue to work through their recommendations with a view to adding them to our improvement plan.
 - Outstanding work volumes continue to remain in a positive position, however slightly up on Nov-23 due to festive holidays, with 1,393 outstanding at the end of Dec-23.
 - The oldest item of work is 20-days old for new and changes.
 - The in-month speed of processing for new claims is 29.62 days, an increase of 2.08 days from the previous month. The year-to-date average processing time for new claims of 42.21 days improved by 1.07 days.
 - On a positive note, the in-month speed of processing for changes is 7.64 days, which remains below the target of 9-days for the last 5 months however increased by 1.14 days from the previous month. The year-to-date average processing time for changes of 13.71 days is reduction of 0.72 days from the previous month.
 - The Council has made a significant investment in automation, a detailed improvement plan is in place which will remedy existing issues and help to improve processing times to an acceptable and sustainable level by the end of the financial year. Currently testing automating Verified Earnings and Pensions (VEP) and Rent Increases which are the next highest volume transactions with the aim to live by the end of Jan-24.
- An increase in the number of standard voids re-let within the month (16) however average re-let time of 308 days remains considerably above target:



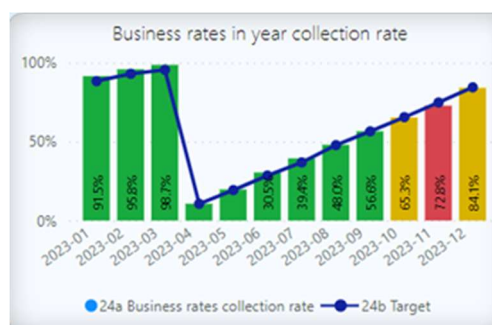
- An increase in the number of standard voids re-let within the month, with 16 properties taking an average 308 days to re-let during Dec-23 compared to 6 properties during Nov-23. The number of voids and the re-let time will increase before improved performance occurs.
- Performance regularly reviewed at housing management meetings to address issues and risks.
- The Housing NEC allocations module requires further adjustments to the selection process to enable a fully automated system approach to lettings. Final adjustments are with the project team for implementation.
- In the meantime, a new Allocations Manager in post and a work around in place. A minimum level of lettings agreed with allocations staff until fully automated lettings process is in place. This will enable the return to normal levels of operation and void processes by the end of Dec-23.
- Additional temporary Housing Officer resources applied to speed up lettings process and to complete early sign up of tenants. Up until Mar-24, 60% of all new lettings will be allocated to Temporary Accommodation (TA) occupants to reduce the use and costs of TA. This will be reviewed in Apr-24 to set new level of lettings to TA occupants from Ready to Let (RTL) council dwellings.

- **An improvement in missed refuse bin collection per 100,000 over the last two months however remains above target:**

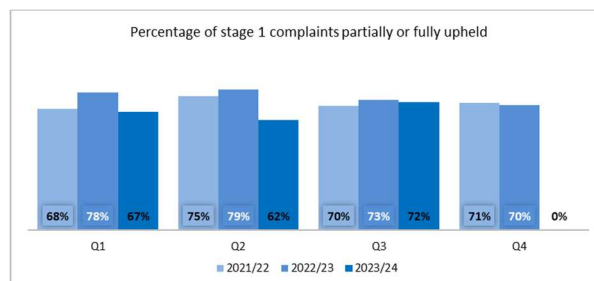
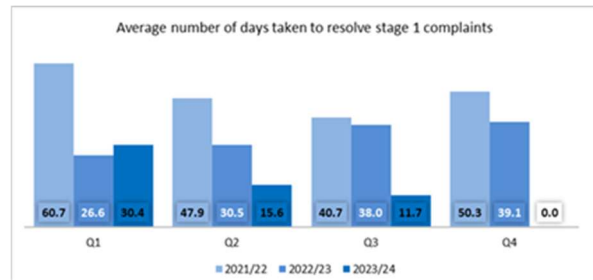
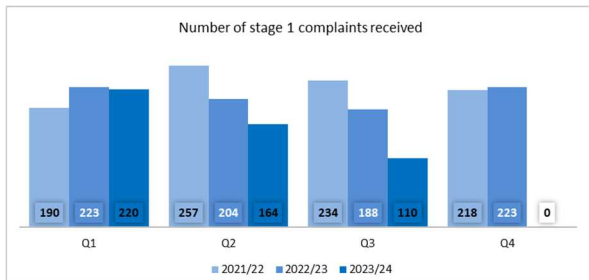


- Missed refuse bin collection rates improved over the last two month from 43 missed per 100,000 during Sept-23 to 34 during Nov-23 however remains above target of 30.
- Guidance on the council's website on how to prevent a rejected bin collection due to overloading or contamination. Online form to report a missed bin collection.
- An oversight & variation log created to tackle persistent problems or repeat occurrences. This is shared weekly with team to highlight hotspots and problem areas and for confirmation that the appropriate action has been completed.

- **In-year collection rate for business rates marginally below target and collection rate this period last year:**



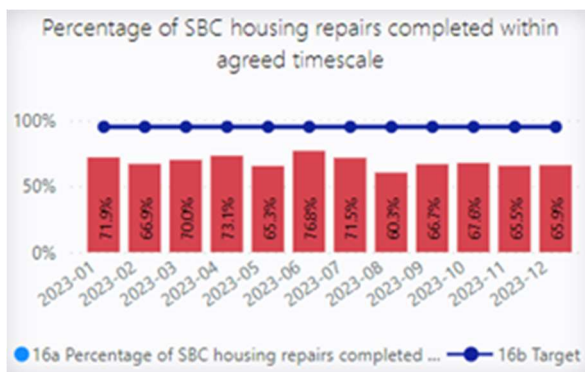
- The business rate in-year collection rate of 84.10% for Dec-23 is 0.30% below the in-year target of 84.40% and 0.16% lower than the collection rate achieved this time last year.
 - The council continues to take appropriate recovery action on those businesses that do not keep their payments up to date.
- **Compared to similar period last year, a reduction in the number of stage 1 complaints received from residents, time taken to resolve stage 1 complaints and in the percentage of complaints partially or fully upheld however remains above target of 67%:**



- During Nov-23, 64 complaints received of which 59% (25) of complaints answered were either partially or fully upheld, a further 39% (25) remain to be resolved. Complex complaints take longer to review and close. These are predominantly Osbourne Housing Repairs and Housing/Neighbourhoods related. The complaints team continue to hold conversations with the relevant managers to address the outstanding complaints.
- The largest proportion of complaints upheld during Nov-23 were for Housing Repairs (56%; 15), SEND & Inclusion (19%; 5) and Customer Services (7%; 2).
- The average number of days taken to resolve complaints has improved over the past year. Q3 shows 11.7 working days compared to 38.0 from the same quarter last year and 15.6 days last quarter.
- Bespoke fortnightly complaints reports detailing outstanding casework per service issued to AD's requesting action to close outstanding casework. Services use these reports effectively with a reduction in outstanding complaints for some services. In addition, separate weekly reports are sent to Environmental, Highways, Planning and to SEND.
- Service quality check meetings continue to take place quarterly - with the next suite of meetings scheduled to be completed in Feb-23. The meetings focus on identifying service improvements used to improve service.
- Revised Stage 1 and Stage 2 complaints templates created in line with the new process, with clear pointers if a complaint is considered upheld/not upheld as well as learning actions/outcomes. We have seen improvements in the quality of responses issued since.

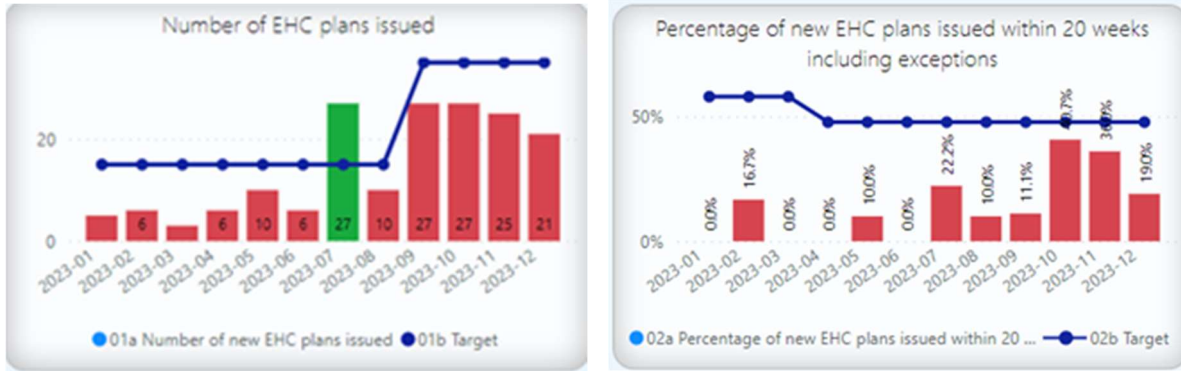
Areas that require a continued focus on improvement:

- An increase in housing repairs due for action and the proportion of housing repairs completed on time remains far below the target of 95%:



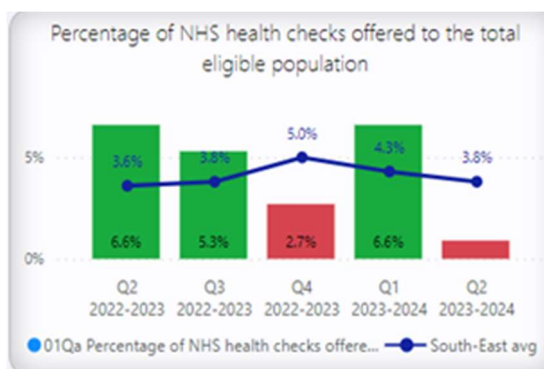
- A reduction in the number of housing repairs completed on time during Dec-23 with over 2,570 responsive repairs to action.
- Housing repairs completed within timescale at 66% (1,184) remains a major issue for responsive repairs service and well below target of 95%. The high number of damp & mould cases continues to impact the service as well as an increase in repairs due to persistent bad weather, high levels of sickness during December and staff on leave during the festive holidays.
- Repairs successfully completed in one visit at 88% (1,141 repairs) remains consistently above target of 75%.
- The number of complaints has remained consistent, efforts have been made to resolve the older complaints and reduce the age profile.
- Regular management meetings scheduled with senior management to discuss critical issues including complaints. Proposals in discussion to introduce a new approach to working smarter to reduce response times.
- An average turnaround of 13 days for void delivered in the month, this is the best result since Oct-2021.
- The refurbishment of the de-designated block at Seymour House has progressed at pace along with significant improvements to Apsley House and Wellesley Path.
- Redwood House and Seymour House Solar PV Installation will be started in 6 weeks time.
- The door and window replacement programme and door entry system replacement programmes continue to progress well.
- The large block roof replacements at Maryside progressed well and will be completed this week, Darvills Lane and Chichester Court re-roofing are still in progress.

- **Reduction in the number of Education, Health, and Care (EHC) Plans finalised within timescale at 19.0% and remains below target:**



- A reduction in the number of EHC plans completed within timescale, with 21 EHC Plans finalised in the month, of which 19.0% (4) finalised within the statutory 20 weeks' timeframe with rate remaining below target. Over 160 children waiting for a late running EHC needs assessment.
- The rate was impacted with less working days during Dec-23 and interim staff taking 2 weeks leave.
- SEN Team actively reducing backlog of late running EHC needs assessments.
- Draft EHC plans quality assured within the new assessment framework prior to issuing.
- Business Support Officers (BSO) allocated to maintain clear records of panel decisions and to ensure improved coordination of advice requests and to inform high quality decision letters. Case officers to access decisions from single location to provide improved communication of decisions to stakeholders.
- All SEND 0-25 Officers involved in weekly training developing quality of EHC plan writing, including writing effective and appropriate outcomes. Training in place from DfE to develop quality of PFA outcomes.
- Live case tracker embedded to ensure clarity and consistency of process recording to run concurrently with Capita One system allowing for clearer accountability and cross validation of data.
- All 'legacy' outstanding Educational Psychologist (EP) assessment requests now allocated by Personal Education Plans (PEP).

- **A reduction in adults aged between 40-74 offered a health check with rate lower than regional and national average. 0.9% (355) eligible adults offered NHS health checks during Q2 2023/24:**

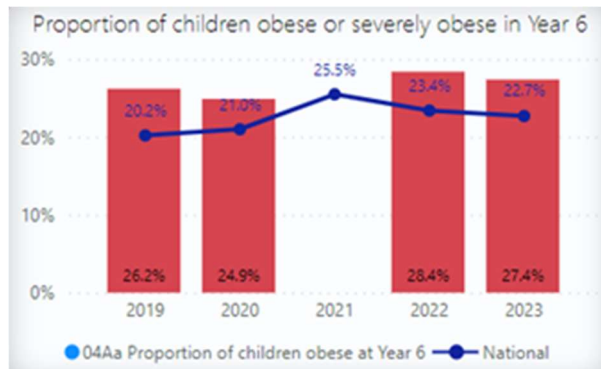


- During Q2, 0.9% (355) eligible population offered an NHS health check in Slough, a reduction from the previous quarter of 6.6% (2,565) and below the national average of 5.6% and

South-East average of 3.8%. Rate likely to improve once late reporting taken into account similar to previous quarters.

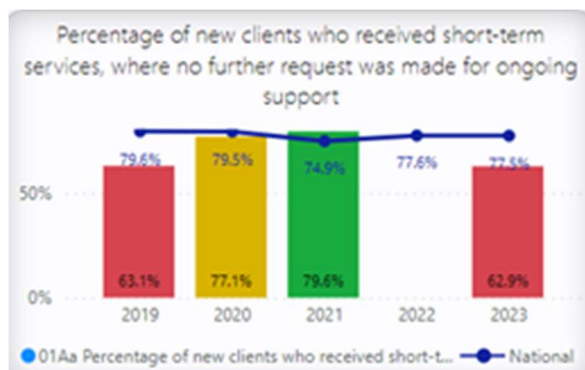
- 1:1 visits of GP practices delivering NHS health checks in Slough to understand barriers and opportunities to improve delivery.
- Use of data from performance dashboards to map health checks offered at GP practice level to contribute to improvements and share best practise using universal offer combined with a more targeted approach.
- Liaising with Solutions4Health to better understand their health check offer and exploring opportunities to supplement GP offer and encourage outreach.

- **Over a quarter of children aged 10 to 11 years measured as part of the National Child Measurement Programme (NCMP) classified as obese or severely obese:**



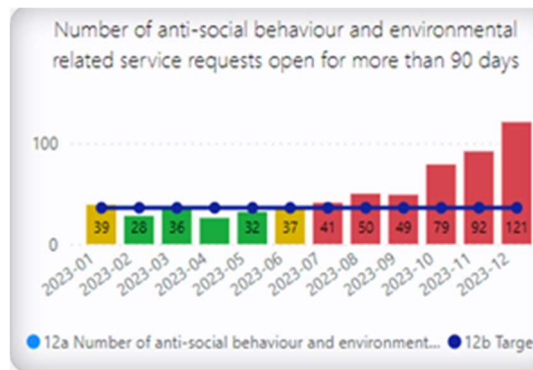
- In 2022/23, 27.4% (635) of children aged 10 to 11 years classified as obese (including severely obese), no significant change from the previous year of 28.4% (660) and significantly worse than the national average of 22.7% and South-East region average of 19.4%.
- Children and Young People (CYP) weight management service will be removed from current integrated wellness service.
- Public Health Officer for CYP now in post (started in Dec-23) and will lead on a whole systems approach to weight management and healthy eating for CYP. A work plan to be developed by the end of Jan-24.

- **A reduction in adult social care clients receiving short-term services where no further request was made for ongoing support:**

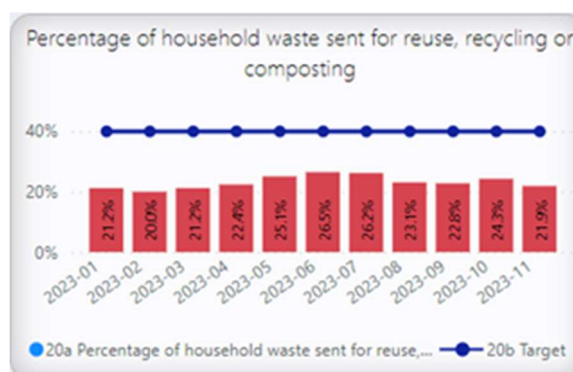


- 62.9% of new ASC clients during 2022/23 received short-term services where no further request was made for ongoing support. A reduction from the previous year of 79.6%, ranking Slough in the bottom quartile nationally.

- Reablement service increased the flow of service users entering reablement. This includes service users with complex needs where targeted goal-based therapy interventions can benefit, increase independence, and reduce dependency on direct care provision. We routinely consider people we're aware will require on-going support but at the reduced level through our interventions.
- This approach enables us to rehabilitate those with complex needs, significant changes in presentation to improve their quality of life, functional abilities and to adjust the level of care needs post reablement.
- **An increase in the number of anti-social behaviour and environmental related service requests open for more than 90 days:**

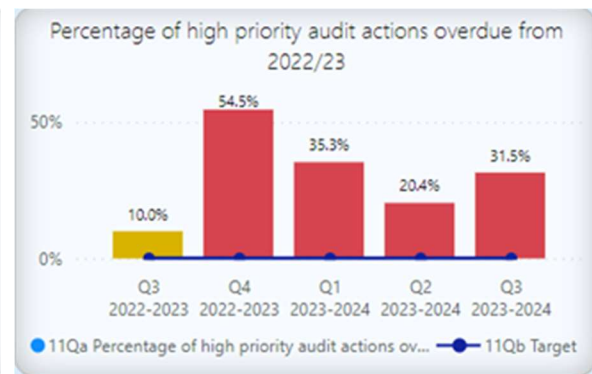


- Number of anti-social behaviour and environmental related service requests open for more than 90 days on the increase since Apr-23. We have seen an increase in housing regulation investigations which can take months to resolve.
- All cases reviewed each month and appropriate action taken. Teams continue to work with Communications and Direct Services Operations (DSO) team to target hotspots for household fly-tipping and are building legal cases for enforcement. Noise nuisance cases can take 4 or 5 months to resolve.
- Complex cases require investigation and officers to take formal legal action, cases closed at the completion of formal action. This is not necessarily a negative as it's about reaching the right outcome and as our enforcement teams take a more robust stance, we may see an increase in the number of cases taking longer than 90 days.
- **Compared to similar period last year, a decrease in the percentage of household waste sent for reuse, recycling or composting and remains well below the 40% target:**



- Recycling rates cyclically decline during the winter months due to a reduction in green waste, however the rate in Slough remains low in all seasons.

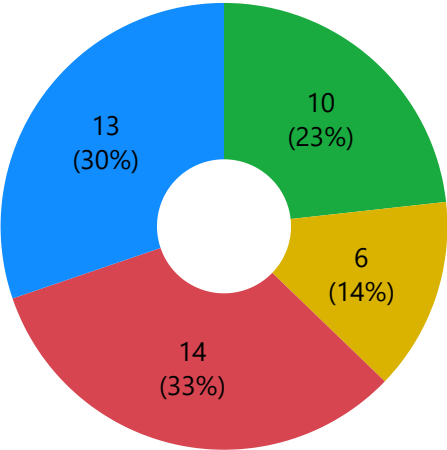
- Slough increased acceptable materials for recycling. The main source of contamination appeared to be the wrong types of plastics. We now accept plastic food trays etc. This should reduce the number of bins rejected due to contamination resulting in an increase in recyclables. Food waste collection to commence during 2024.
- Green waste recycling volumes are seasonal therefore we see a reduction in tonnages collect. Volumes increase as the weather improves and people start tending to their gardens.
- **16% (20) of high priority audit actions remain overdue, with 4% (2) from 2021/22, 32% (17) from 2022/23 and 8% (1) from 2023/24:**



- 37 internal audit reports issued in 2021/22 (29 assurance and 8 advisory). All internal audit reports have now been finalised (including follow up audits). The overdue actions shared with each department for Department Leadership Teams (DLTs) to consider current position and respond. Work will continue with DLT's to reduce these numbers by the end of the financial year.
- 28 reports have now been finalised for 2022/23. Progress made on closing actions on the tracker however there needs to be a more concerted effort to close this years and prior years actions. Evidence of actions completed obtained and quality assured by Internal Audit Manager and retained for use in follow up audits.
- 7 reports finalised for 2023/24 with a further 2 reports at draft status subject to further discussion and 4 audits currently at fieldwork stage.
- We are expecting to see the number of actions from prior years to continue to reduce over the coming months with the additional focus from our management teams.

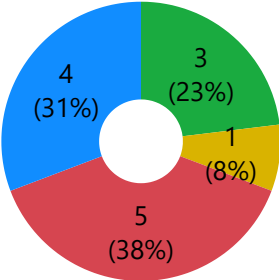
Summary

Performance summary



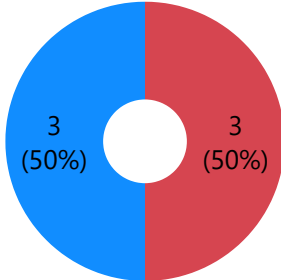
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Priority 1



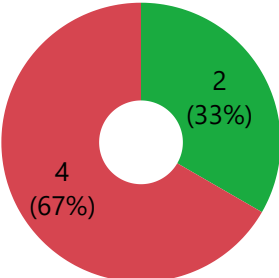
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Priority 2



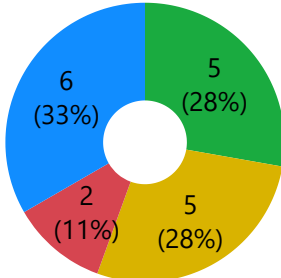
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Priority 3



● P3 Green ● P3 Amber ● P3 Red ● P3 Monitor trends ● P3 KPI in develop...

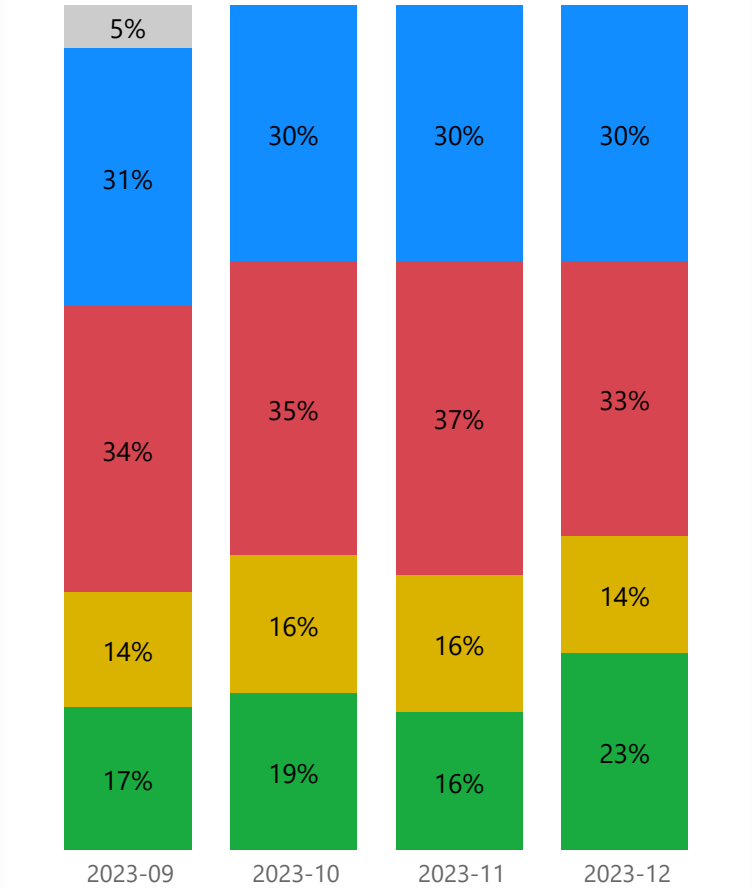
Corporate Health



● CH Green ● CH Amber ● CH Red ● CH Monitor trends ● CH KPI in devel...

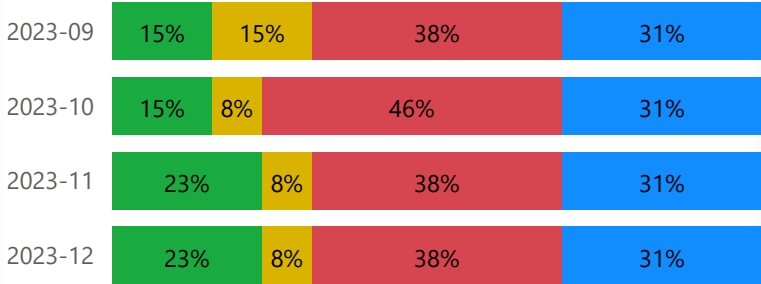
Progress

Performance trend summary



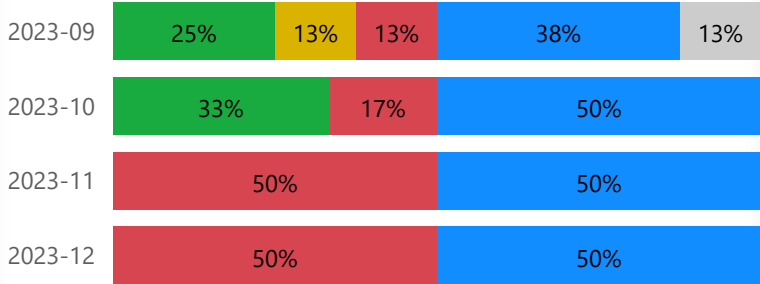
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Priority 1



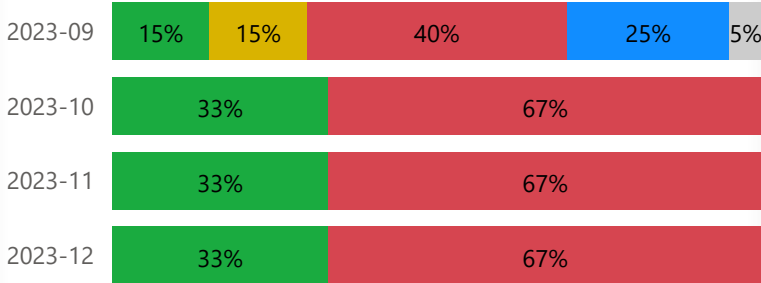
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Priority 2



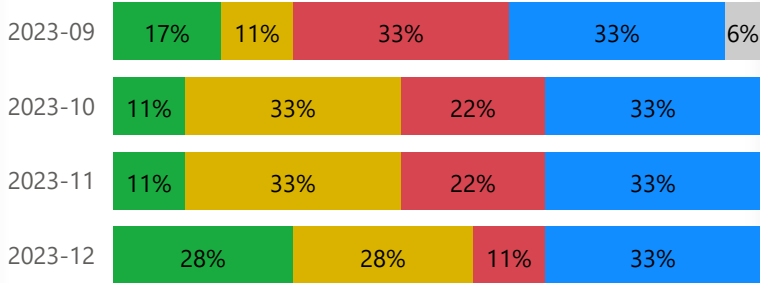
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Priority 3



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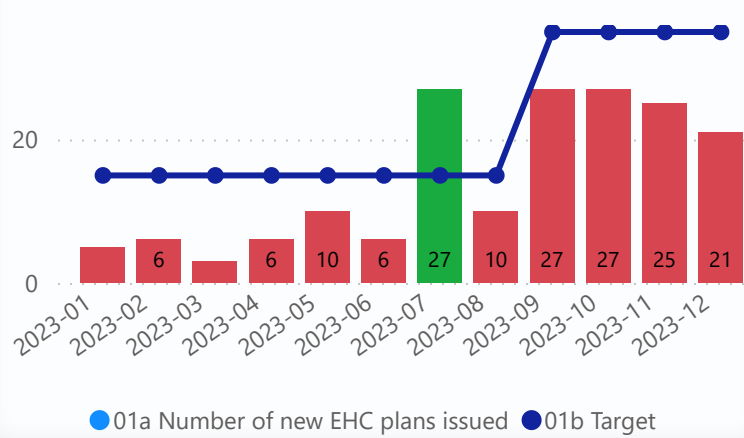
Corporate Health



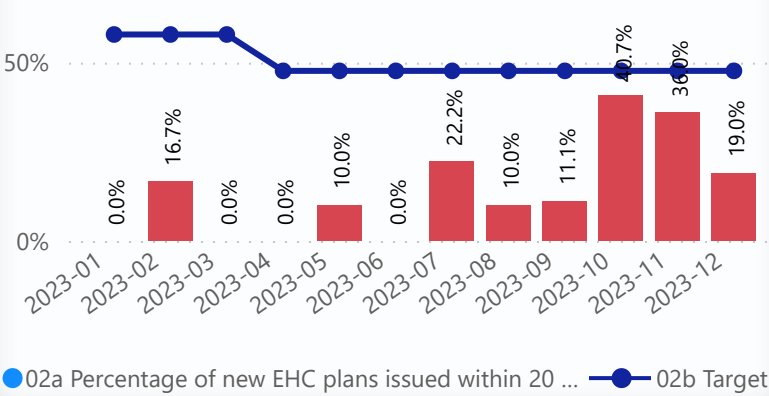
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Priority 1: A borough for children and young people to thrive

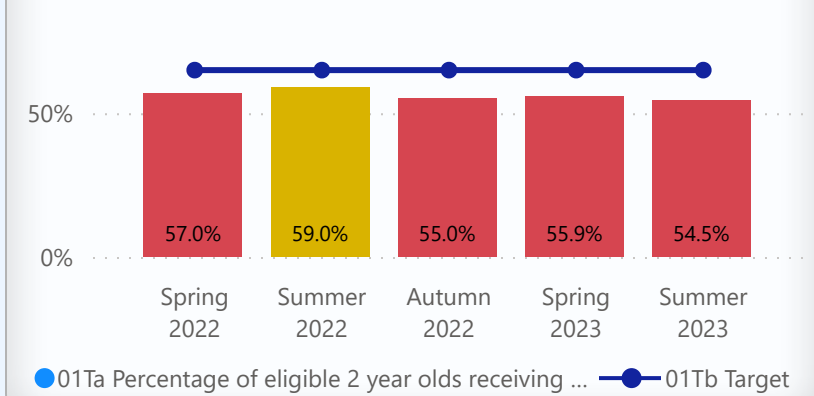
Number of EHC plans issued



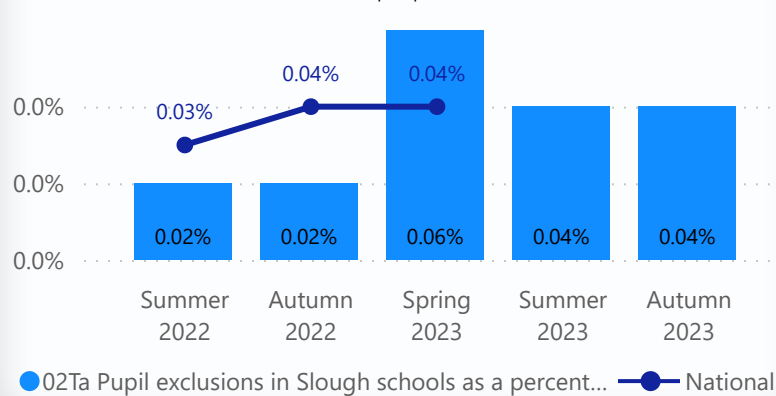
Percentage of new EHC plans issued within 20 weeks including exceptions



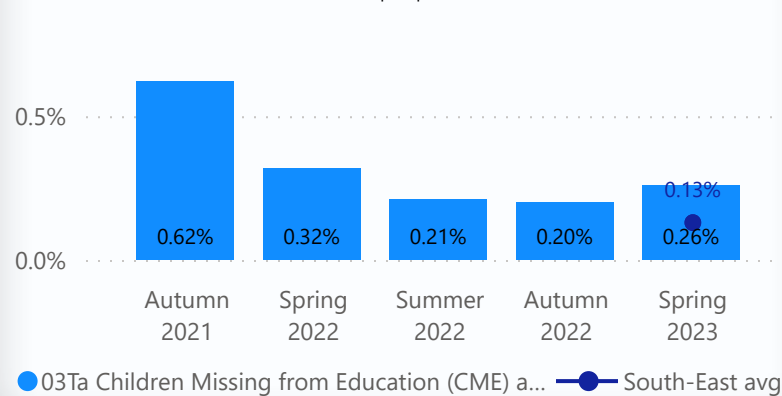
Percentage of eligible 2 year olds receiving 15 hours of free early years education or childcare



Pupil exclusions in Slough schools as a percentage of school population

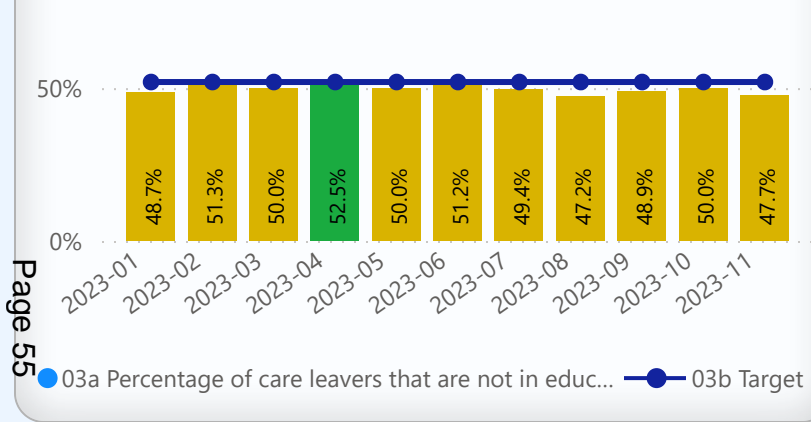


Children Missing from Education (CME) as a percentage of school population

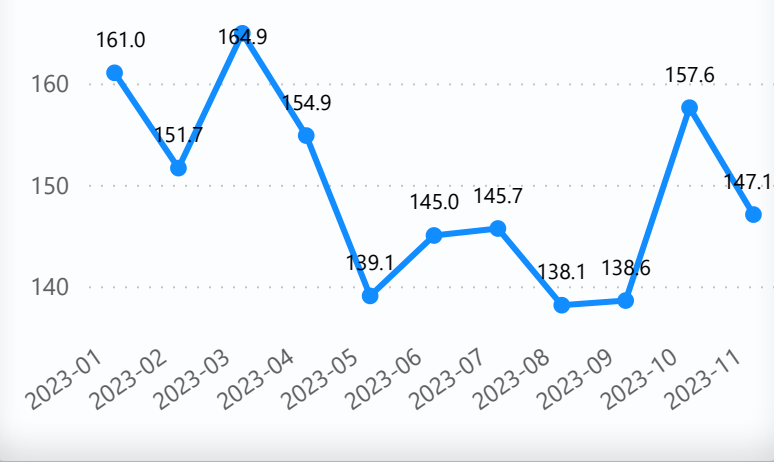


Priority 1: A borough for children and young people to thrive

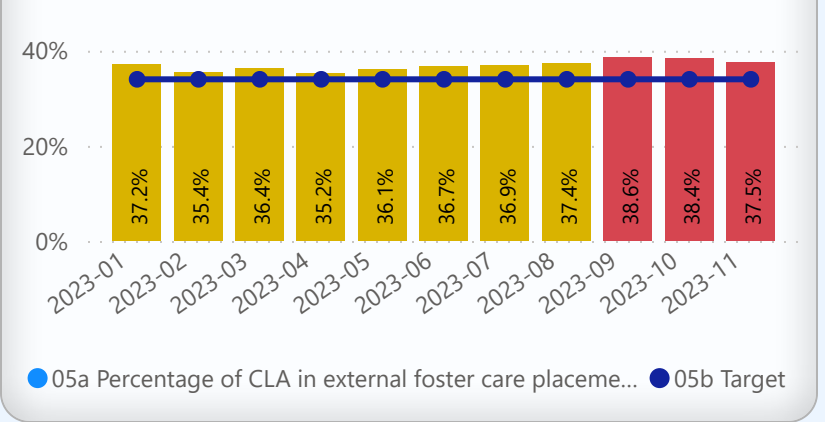
Percentage of care leavers in education, employment or training



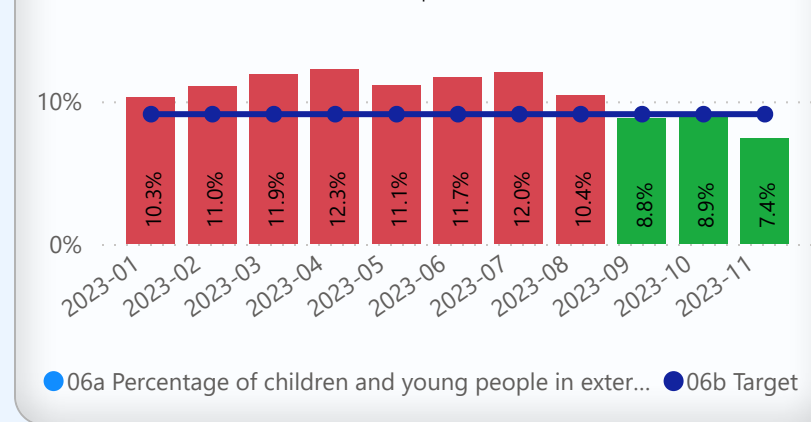
Rate per 10,000 of children receiving targeted early help



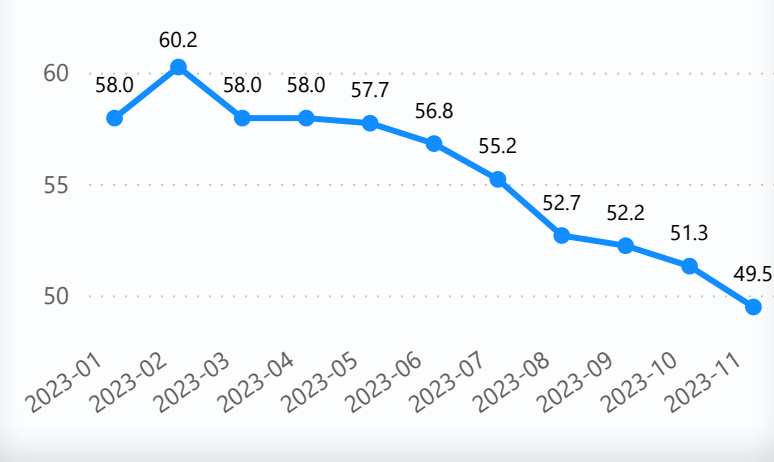
Percentage of children looked after in external foster care placements



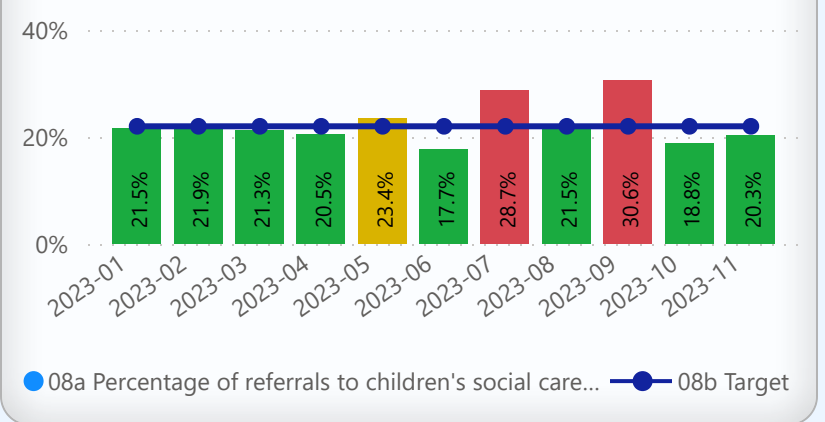
Percentage of children and young people in external residential placements



Rate per 10,000 of Children Looked After (CLA)

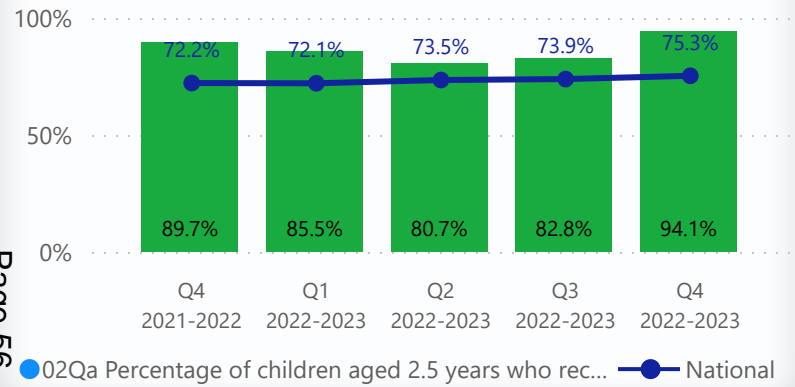


Percentage of referrals to children's social care within 12 months of earlier referral

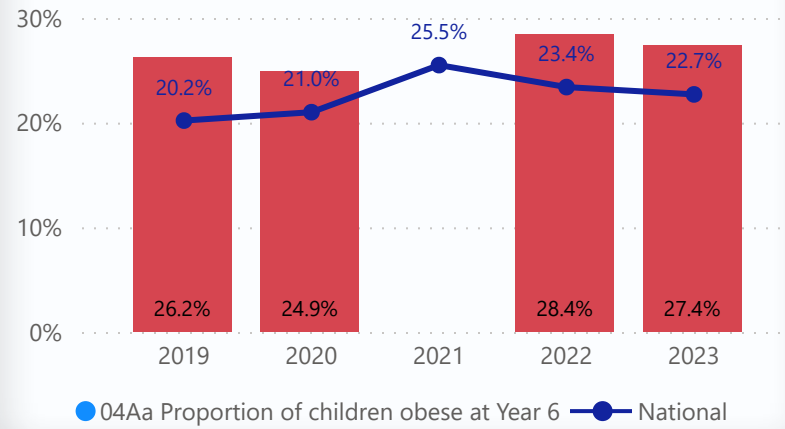


Priority 1: A borough for children and young people to thrive

Percentage of children aged 2.5 years who received a 2 to 2.5 year child development review

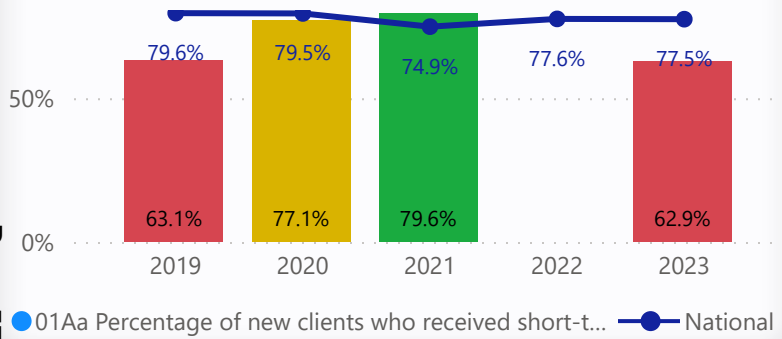


Proportion of children obese or severely obese in Year 6



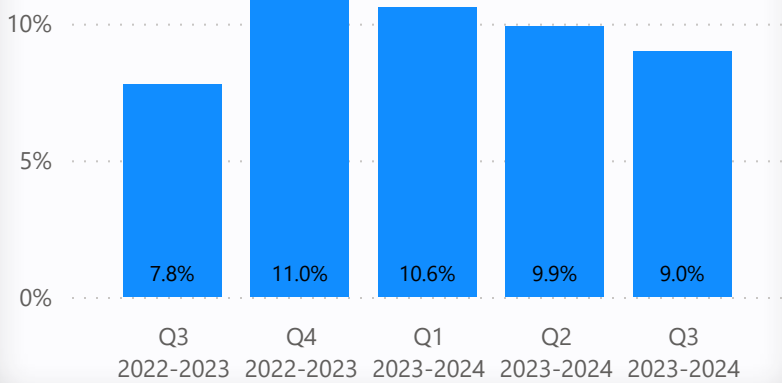
Priority 2: A town where residents can live healthier, safer and more independent lives

Percentage of new clients who received short-term services, where no further request was made for ongoing support

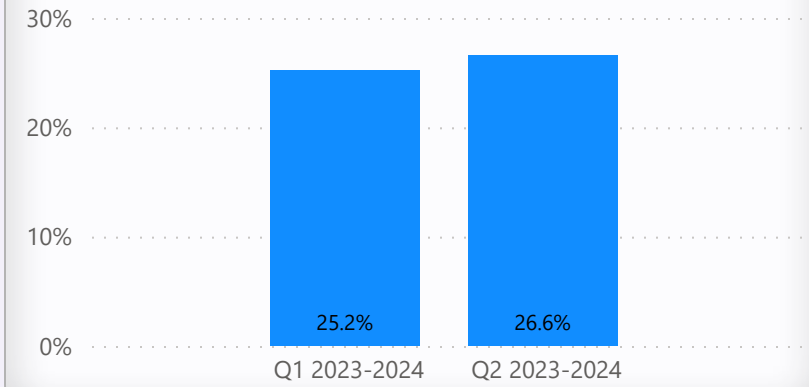


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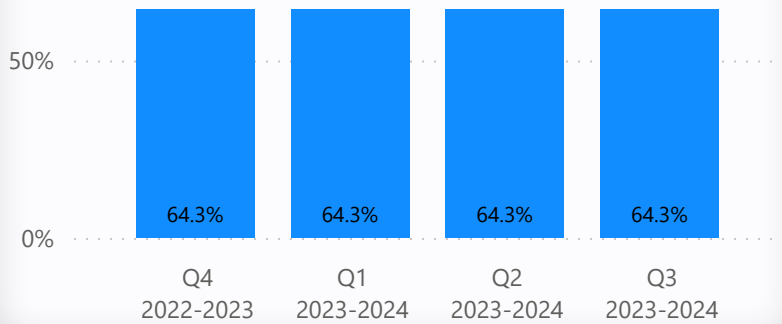
Percentage of safeguarding referrals that meet section 42



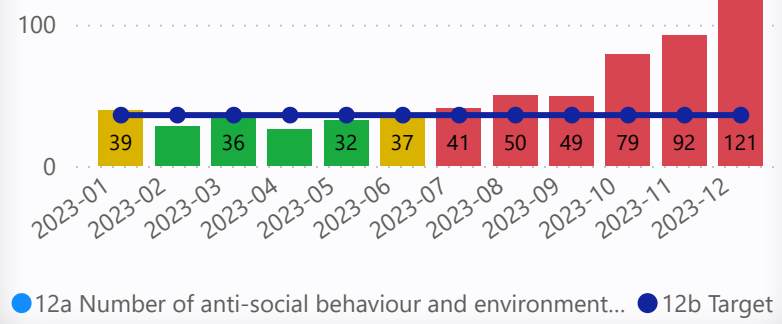
Percentage of eligible adults managing their care via a direct payment



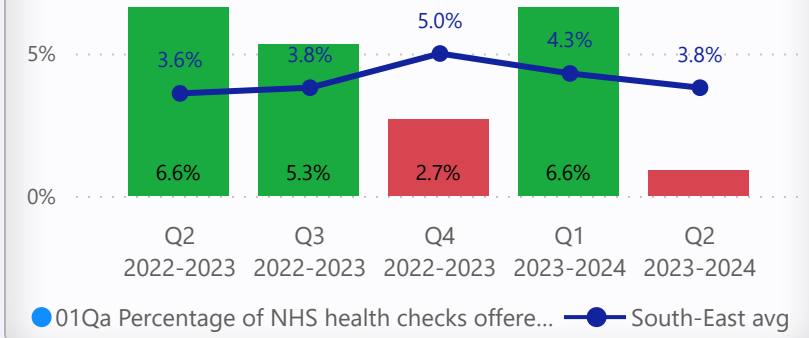
Percentage of care homes in the borough with a Care Quality Commission (CQC) rating of good or outstanding



Number of anti-social behaviour and environmental related service requests open for more than 90 days



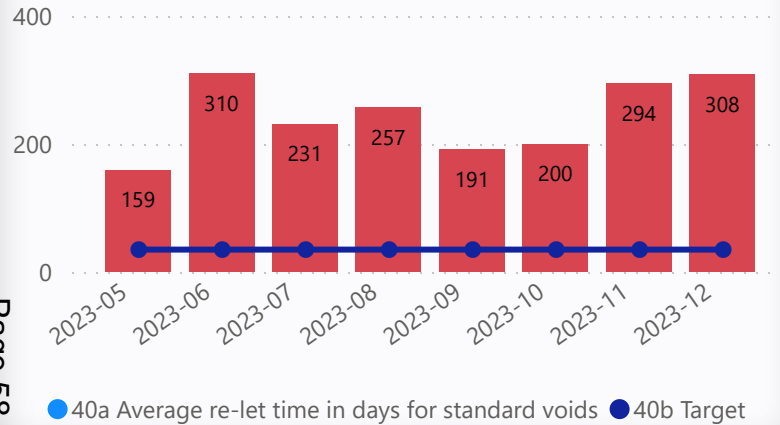
Percentage of NHS health checks offered to the total eligible population



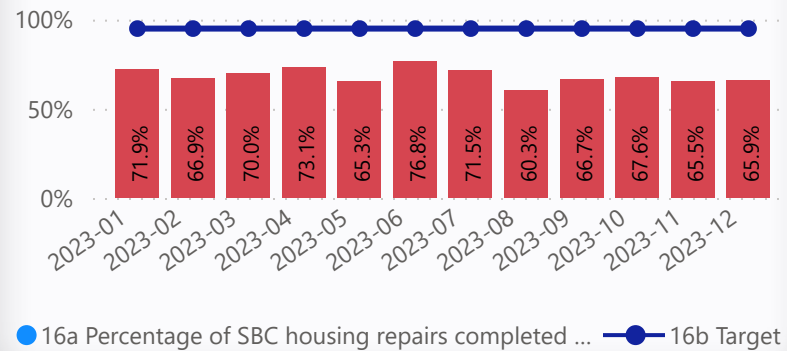
Priority 3: A cleaner, healthier and more prosperous Slough

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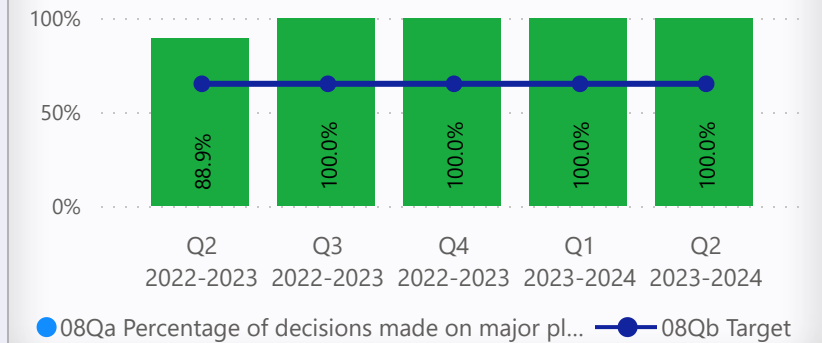
Average re-let time in days for standard voids



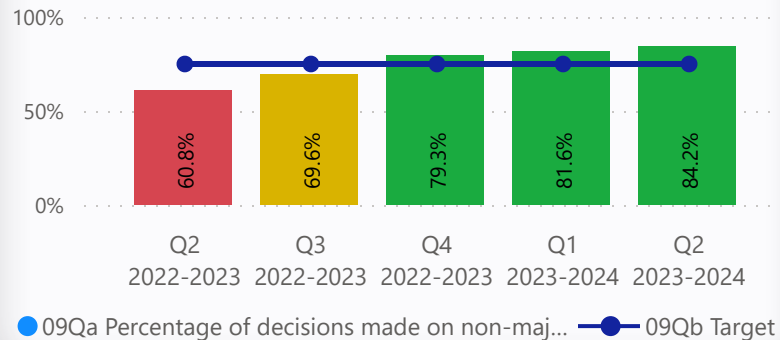
Percentage of SBC housing repairs completed within agreed timescale



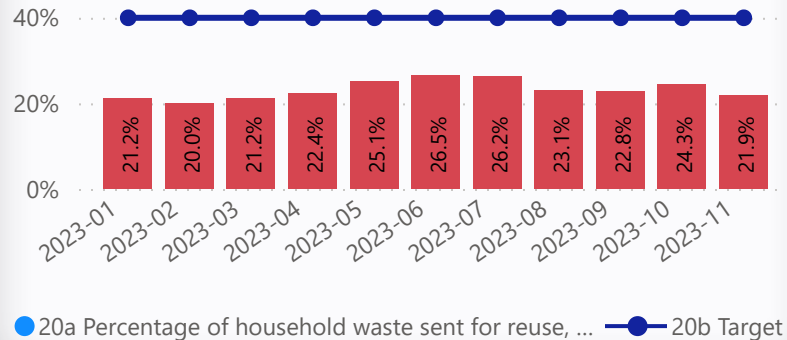
Percentage of decisions made on major planning applications within 13 weeks or timescale agreed with applicant



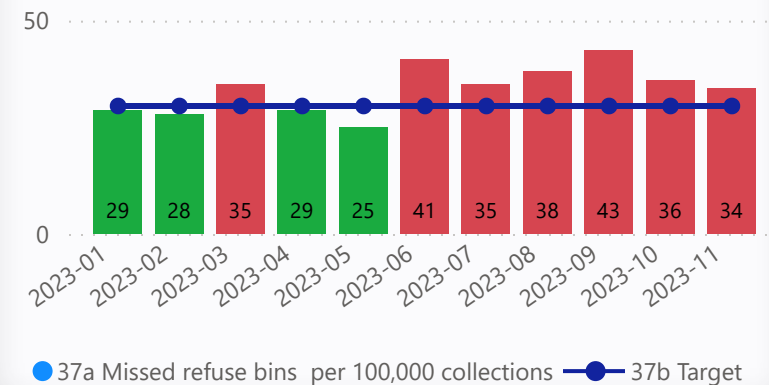
Percentage of decisions made on non major-planning applications within 8 weeks or timescale agreed with applicant



Percentage of household waste sent for reuse, recycling or composting

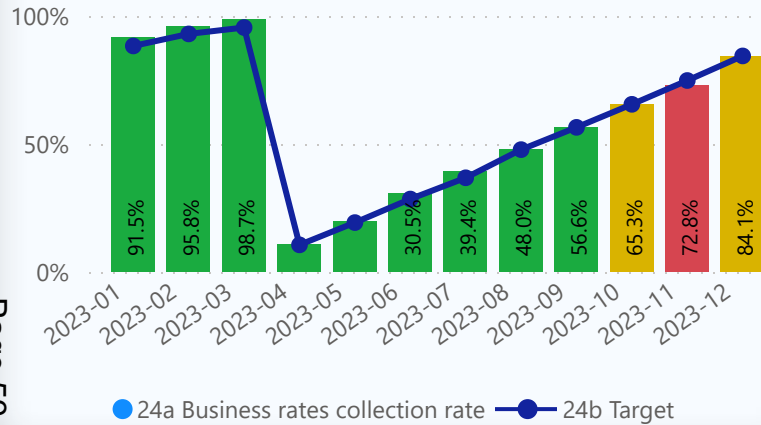


Missed refuse bin collection per 100,000

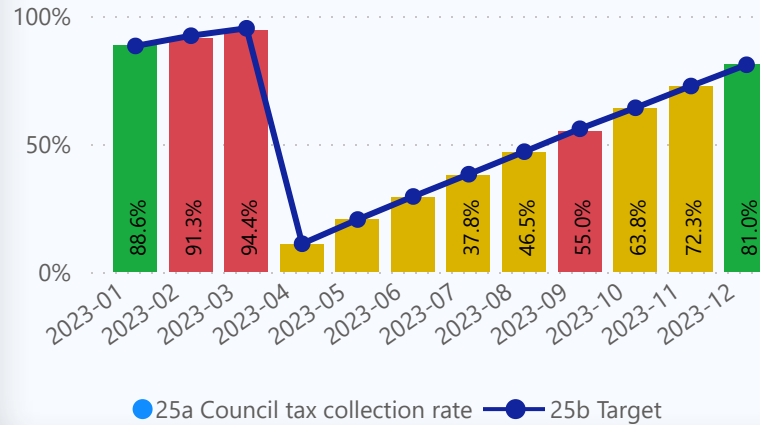


Corporate Health

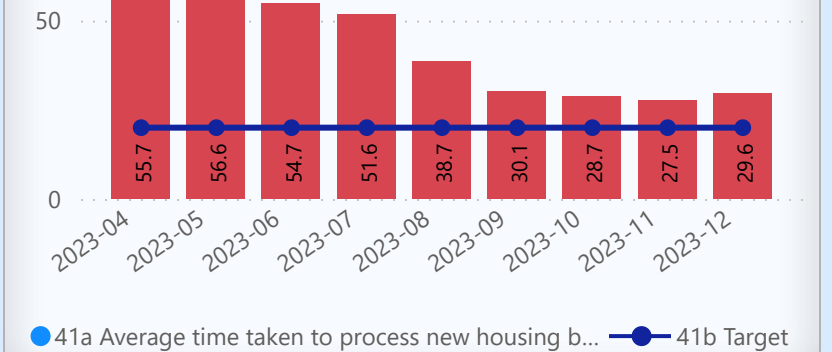
Business rates in year collection rate



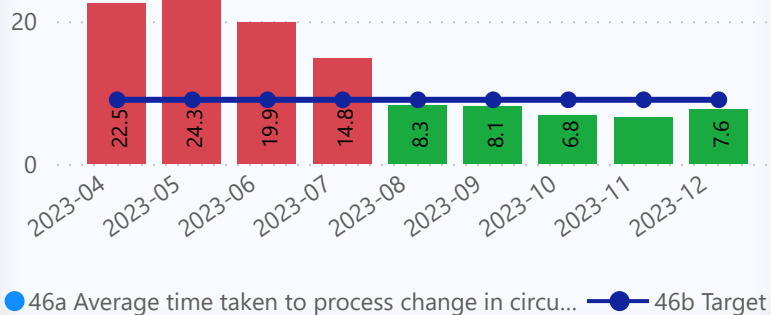
Council tax in year collection rate



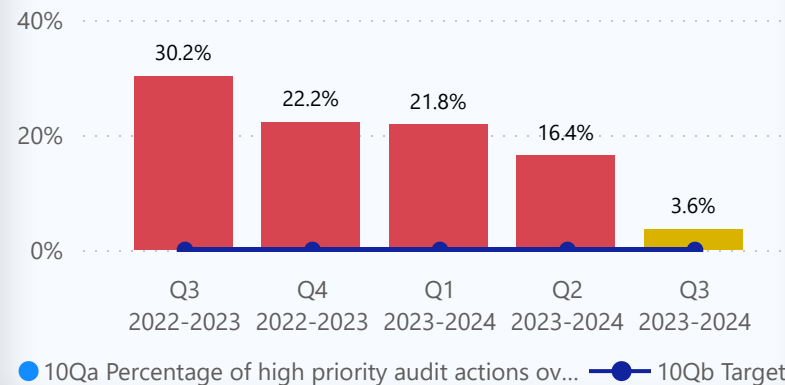
Average time (days) taken to process new housing benefit claims



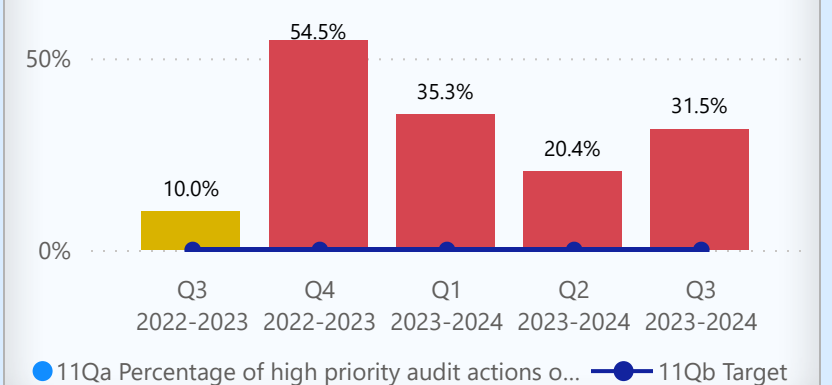
Average time (days) taken to process change in circumstances to existing housing benefit claims



Percentage of high priority audit actions overdue from 2021/22

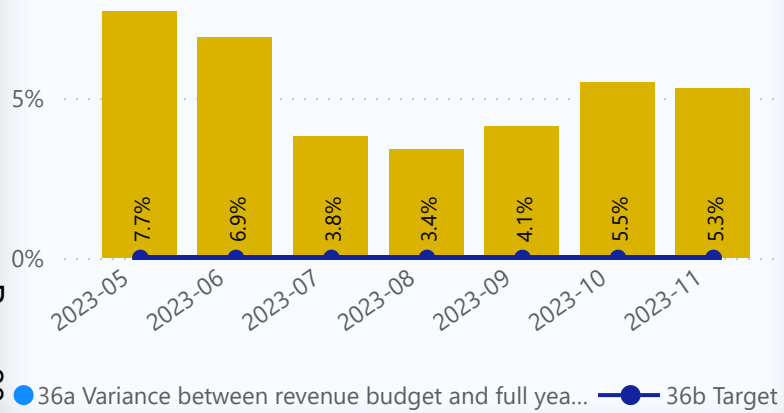


Percentage of high priority audit actions overdue from 2022/23

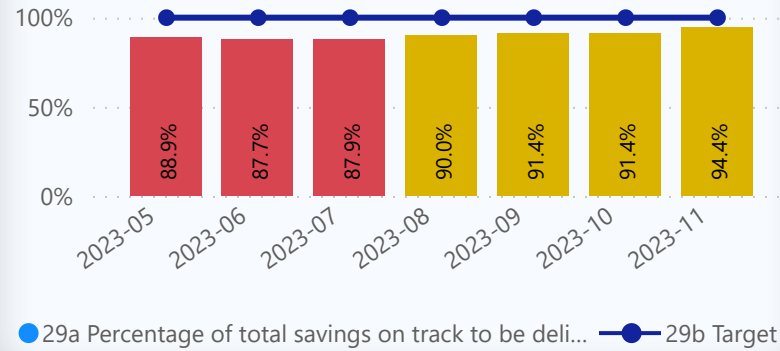


Corporate Health

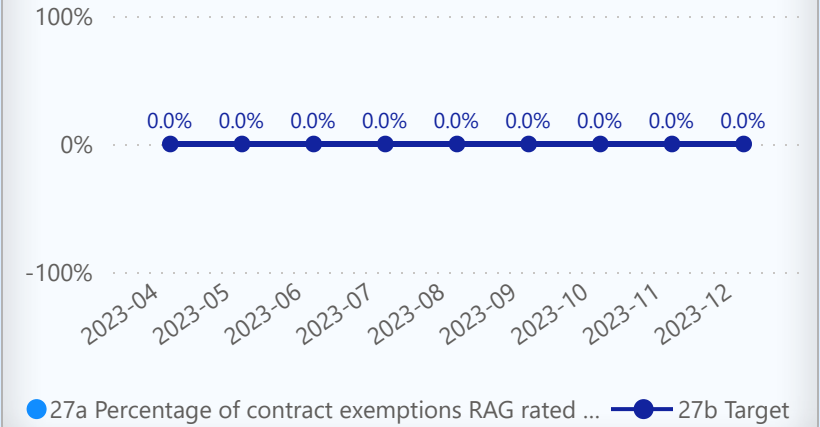
Variance between revenue budget and full year forecast



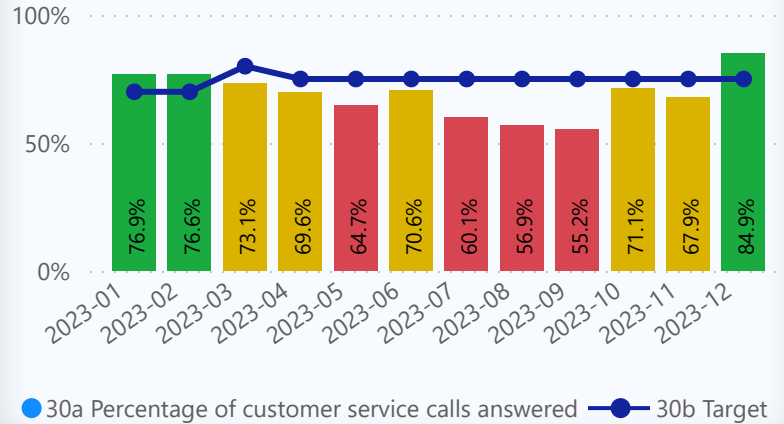
Percentage of total savings for 2023-24 on track to be delivered



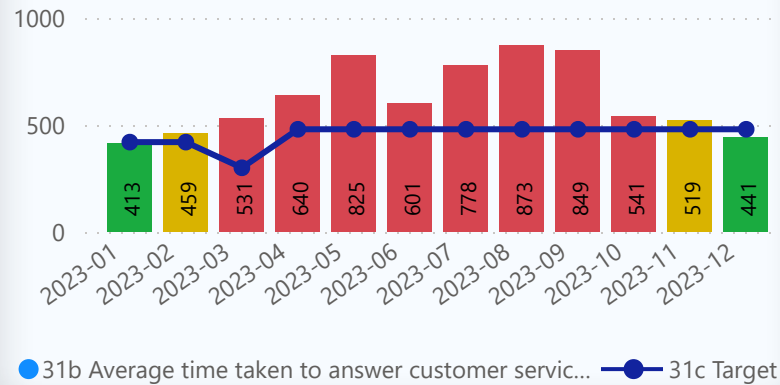
Percentage of contract exemptions RAG rated as red



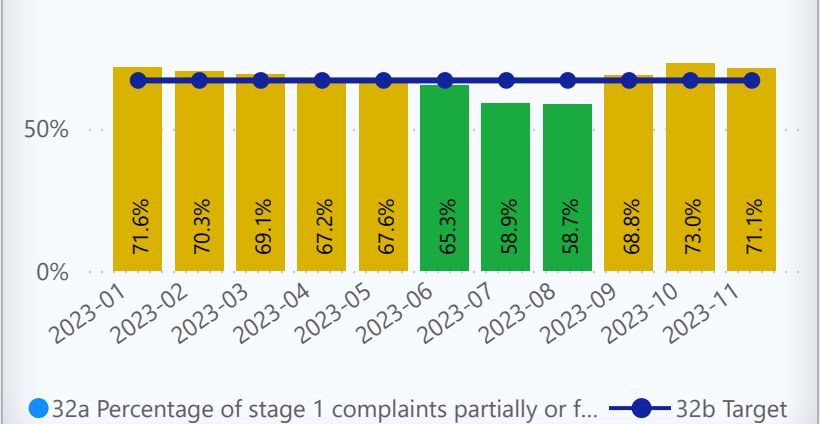
Percentage of customer service calls answered



Average number of seconds taken to answer customer service calls

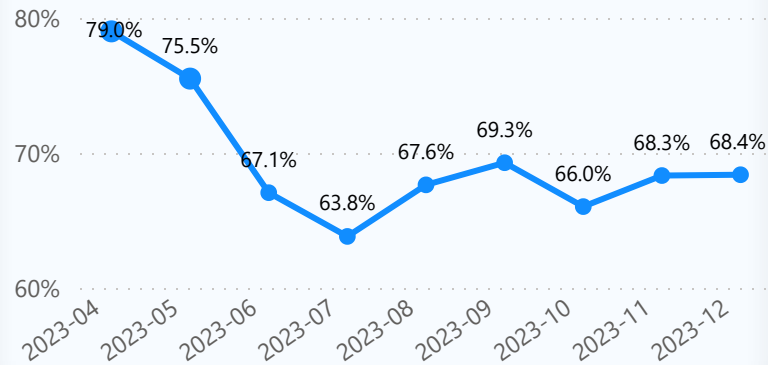


Percentage of complaints partially or fully upheld

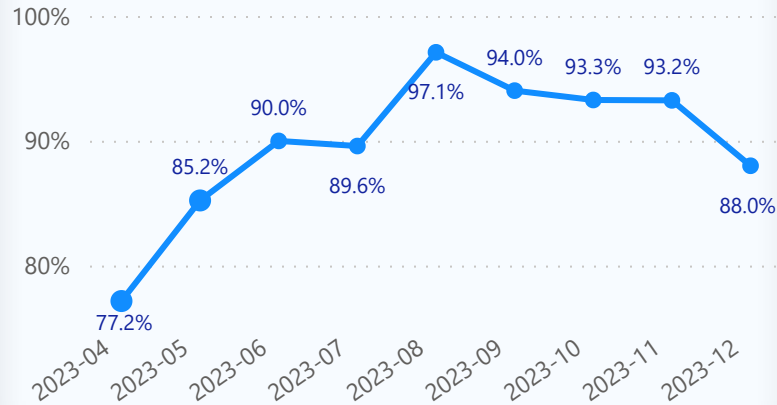


Corporate Health

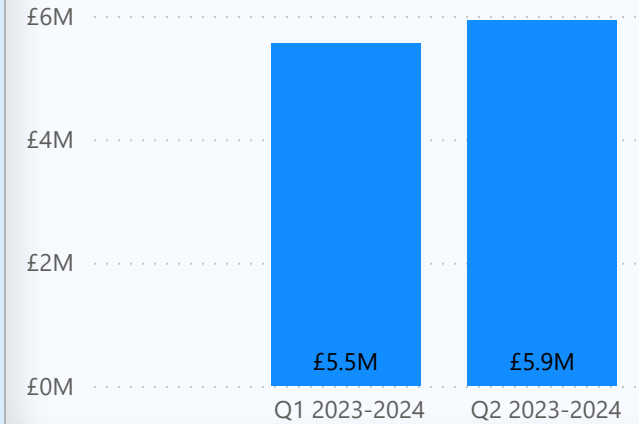
Percentage of IT service desk tickets resolved at first point of contact



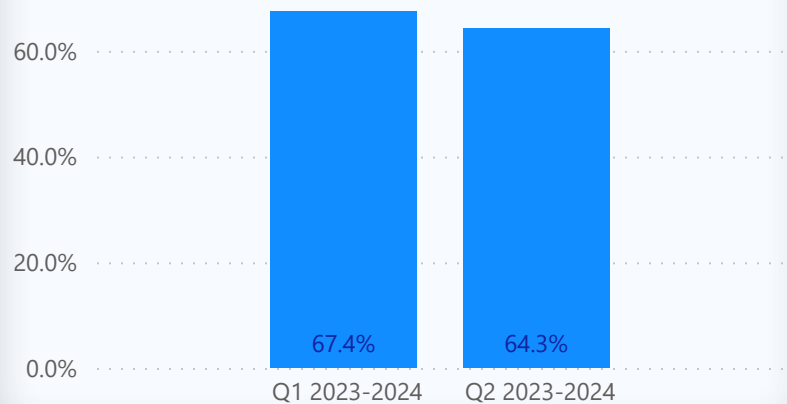
Percentage of IT service desk tickets resolved within SLA



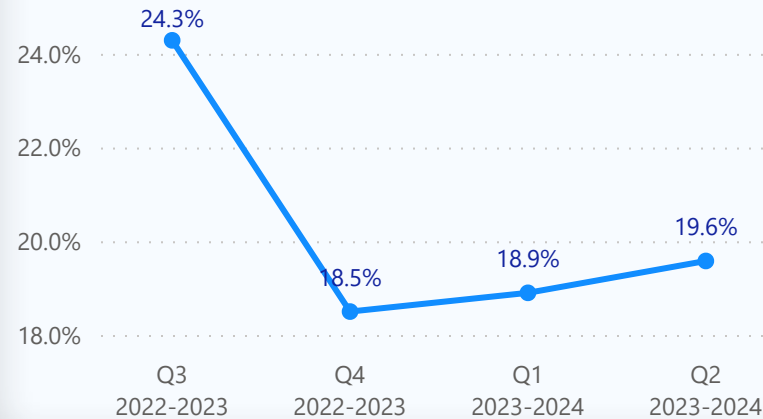
Interim staffing costs (£)



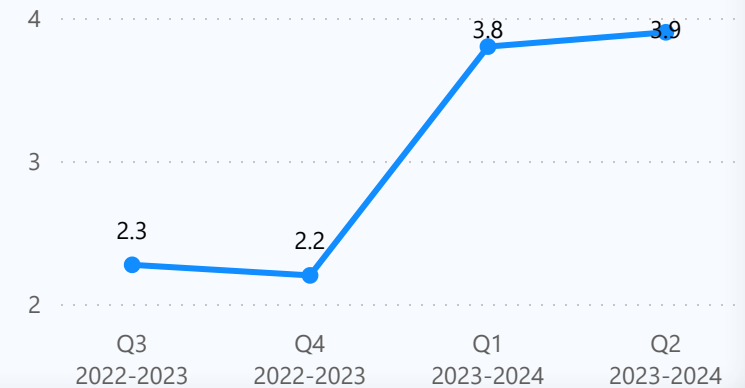
Percentage of staff equalities data recorded on Agresso



Staff turnover rate (rolling 12 months)



Number of working days lost due to sickness absence per FTE employee (rolling 12 months)



Performance Indicator Key

Metric updates this month:

For indicators where the updates are released in the later in the month, these will be reported in the following months report i.e., October figures reported in the November report.

Performance against target:

Where possible the latest monthly performance is compared with an assigned target or a benchmark. Indicators are colour-coded as follows:

RAG status	Description
Green	Performance is in line with or above in-year target or benchmark
Amber	Performance has not been met but is within 10% (unless otherwise stated) of in-year target or benchmark
Red	Performance has not been met and is more than 10% (unless otherwise stated) off in-year target or benchmark
Blue	Metric in place to monitor trends
Grey	Metric is being developed

Performance indicators are RAG rated as amber if performance is within 10% and red if more than 10% off in-year target or benchmark except for:

- Collection rates for council tax and business rates: these are RAG rated as amber if performance is within 0.5% and red if more than 0.5% off in-year target.
- Total number of homeless households placed in temporary accommodation at the end of the month: RAG rated as amber if performance is within 5% and red if more than 5% off in-year target.
- Children's social care indicators: these are as per agreed with Slough Children's First.

Performance direction of travel:

The *direction* of the arrows shows if performance has improved, declined, or been maintained relative to the previous month, quarter, or year.

- ↑ performance improved.
- ↔ performance remained the same.
- ↓ performance declined.

For example, for overall NEET rate indicator where good performance is low:

- A decline in the NEET rate would have an upwards arrow ↑ as performance has improved in the right direction.
- An increase in the NEET rate would have a downwards arrow ↓ as performance has declined.

Slough Borough Council

Report To:	Employment Committee and Council
Date:	16 April 2024 (Employment Committee) 25 April 2024 (Full Council)
Subject:	Senior Management Restructure Update
Chief Officer:	Chief Executive
Contact Officer:	Stephen Taylor – Monitoring Officer Surjit Nagra – AD Human Resources
Ward(s):	None
Exempt:	No
Appendices:	Appendix A – Organisation Chart Appendix B – Article 12 and the Officer Scheme of Delegation (Part 3.6 of the Constitution - Sections 3 and 4) Appendix C – Decisions of Commissioners in relation to the appointments of the Head of Paid Service and the S151 Officers

1. Summary and Recommendation

1.1 This report is an update on the senior management restructure that was consulted and approved in September 2023, highlighting the progress of the recruitment into the new posts created. It also highlights the arrangements that are to be in place following the resignations of two statutory officers – Head of Paid Services (Chief Executive) and Section 151 Officer.

1.2 The Employment Committee considered this report at its meeting held on 16th April 2024 and resolved to:

- Note and endorse the contents of this report.
- Recommend the report to Full Council.

Recommendation:

Council is requested to:

- Note the appointment of Will Tuckley as interim Head of Paid Service with effect from 15 April 2024;
- Note the appointment of Christopher Holme as interim Executive Director of Finance and Commercial Services – S151 Officer for the period 26 April 2024 to the 6 May 2024;

- Note the appointment of Annabel Scholes as interim Executive Director of Finance and Commercial Services – S151 Officer with effect from 7 May 2024
- Approve the updated organisation chart at Appendix A, together with revisions to Article 12 of the Constitution and the Scheme of Delegation at Appendix B;
- Approve the designation of the statutory post of Returning Officer, Acting Returning Officer, Local Returning Officer, and Electoral Registration Officer to the role of Monitoring Officer; and
- Authorise the Monitoring Officer to update the Constitution, as necessary.

Commissioner Review

Commissioners have reviewed the report and are supportive of the recommendations.

2. Report

Introduction

- 2.1 As articulated in the Council’s Corporate Plan, the Council is on a long-term path to recovery, however, to deliver this the Council needs senior corporate capacity.
- 2.2 Employment Committee Members have been updated regularly on how the senior management restructure has been articulated and the consultation process that was undertaken to reorganise the senior management structure of the Council.
- 2.3 The focus of the reorganisation was to create capacity and to respond to the need to drive through activities related to the recovery programme at pace. This report covers the next stage of implementation of the proposals and details the recruitment process to the newly created Director’s role.
- 2.4 The newly created Directors posts (which have replaced the Associate Directors (AD)) will have greater strategic authority and as such will be more empowered to progress the recovery and improvement of the Council at pace in their areas and corporately and be accountable for the decisions they make.
- 2.5 To remind members, with effect from 1 September 2022 and following the Commissioners’ initial six-month report to the Secretary of State, the Minister expanded the Directions to the Council in Annex B of the Directions to include the following:

“5. All functions to define the officer structure for the senior positions, to determine the recruitment processes and then to recruit the relevant staff to those positions.”
- 2.6 Senior positions’ is defined in Annex B of the Directions as ‘direct reports to the Chief Executive and their direct reports, and their Group Managers – tier one, tiers two and three.’ This tiering has changed in the new structure and are now Directors and Heads of Service roles.

- 2.7 On that basis, the Commissioners have been kept fully informed through the process and have the power to intervene in any stage of the process if they so wished. The appointment process for the Chief Officer and Deputy Chief Officer posts has been agreed with the Commissioners.

Progress on recruitment

- 2.8 The recruitment to the Directors posts is nearing completion. To assist with our search for high calibre candidates and ensure we get the very best candidates an external recruitment partner, Starfish, was appointed through a procurement exercise. They had a specific brief to attract candidates from a diverse background as part of the search process. They were successful in that, and the search outcome yielded a very good response for all the above posts.

- 2.9 Commissioners fully participated in the selection process and appointed the successful candidates. To date, the following posts have been recruited to:

Role	Appointee	Start Date
Director of Commissioning	Jane Senior	1 December 2023
Director of Financial Transactions	Andy Jeffs	1 January 2024
Director of Education	Neil Hoskinson	1 April 2024
Director of Public Health	Tessa Lindfield	8 April 2024
Director of Law & Governance	Sukdave Ghuman	1 May 2024
Director of Property & Assets	Peter Hopkins	1 May 2024
Director of HR & Workforce Transformation	Bal Toor	20 May 2024
Director of Adult Social Care	David Coleman-Groom	5 June 2024
Director of Environment & Highways	Matthew Hooper	17 June 2024
Director of Housing	Lisa Keating	To be confirmed

- 2.10 Four directors above have already started in the roles, with the remainder starting on the dates listed above. There are currently two further Director roles which are going through the selection process, and these are:

- Director of Strategy, Change and Resident Engagement
- Chief Planning Officer

- 2.11 A review of the new structure will take place in September 2024 in line with our organisational change policy. However, since the September 2023 reorganisation there have been a number of changes to the approved structure which will need to be taken into account. In particular, the post of Executive Director (ED) Strategy and Transformation has been deleted; a separate Chief Executive's office is being created; and there have been a number of minor rearrangements such as the Cemetery and Crematorium

have been placed with ED Regeneration, Housing and Environment, and the Library service is with the ED Children's Service.

- 2.12 An updated organisation chart is attached at **Appendix A**, and Article 12 of the Constitution together with the Scheme of Delegation will need to be updated with the consequential changes as attached at **Appendix B**, which Council is asked to approve.
- 2.13 Inevitably, this has adversely affected the pace of the recovery as substantial senior management time has been taken up with the appointments process. The council has been managing with an unstable workforce for some time. This restructure forms a vital part of stabilising the workforce and the council, but it is recognised that there could be further disruption in the short term. A key part of our next steps will be to minimise that disruption as we implement the structure, and institute a thorough induction or onboarding process to enable the new appointees to be effective in their roles.
- 2.14 As the recruitment process for this level has not been concluded, it is envisaged the next meeting of this committee will be provided with further information to demonstrate whether the approach with the recruitment partner was successful and what lessons Slough can learn for future recruitment exercises.

Head of Paid Service, S151 Officer and Director of Public Health

- 2.15 Following the departure of the Head of Paid Service on the 12 April and the S151 Officer on the 25 April, interim arrangements have been put in place. Will Tuckley has been appointed by the Commissioners as interim Head of Paid Service with effect from the 15 April 2024, following consultation with the Group Leaders.
- 2.16 So far as the S151 Officer role is concerned, the Commissioners have appointed Annabel Scholes as the interim S151 Officer with effect from 7 May 2024. In order to ensure continuity in post of a S151 Officer for the period 26 April to the 6 May, the Commissioners have appointed the current Deputy S151 officer, Christopher Holme, as the interim S151 Officer. Notification of those appointments are attached at **Appendix C**.
- 2.17 As members will know, Slough shared the Director of Public Health (DPH) post with Bracknell Forest Council and the Royal Borough of Windsor and Maidenhead. The decision was taken that Slough needed its own DPH in order that the DPH is able to focus on the particular issues facing the Borough. The Commissioners have appointed Tessa Lindfield, the previous holder of the joint post, as the DPH following a recruitment process involving the Commissioners, Members and the Faculty of Public Health.

Returning Officer roles

- 2.18 The Council is required to have in place an officer to cover the statutory roles of Returning Officer, Acting Returning Officer, Local Returning Officer, and Electoral Registration Officer.
- 2.19 Previously in Slough these electoral roles have been designated at various times and for various reasons to the Chief Executive, Chief Operating Officer or the Monitoring Officer. So far as designating the roles to the Chief Executive is concerned, having consulted with the Lead Commissioner this is not recommended in the current circumstances for reasons of capacity and focus; the incoming interim Head of Paid Service / Chief Executive will be fully engaged at the outset with the Recovery and Improvement programme.
- 2.20 Alternatively, the role could be fulfilled by the current interim Monitoring Officer who is an experienced Returning Officer and has operational responsibility for Electoral Services as this is within his portfolio. If this role is attached to the Monitoring Officer role, the incoming Monitoring Officer, who also has election experience, would take on the Returning Officer responsibilities in due course.
- 2.21 On balance, therefore, it is recommended that the Monitoring Officer be appointed to the statutory roles of Returning Officer, Acting Returning Officer, Local Returning Officer, and Electoral Registration Officer. Obviously, this situation can be reviewed in due course should circumstances warrant it.

3. Implications of the Recommendation

3.1 *Financial implications*

- 3.1.1 As advised in previous reports to the Employment Committee, the new job descriptions have been evaluated to provide accurate costings. The cost of the restructure, as stated in the original Consultation Document, compared to the current structure is overall cost broadly neutral once the entire restructure is completed. That means once these roles have been fully recruited to and the restructure of those roles reporting into the new Director roles have also been completed. However, we are currently only part way through the transition.
- 3.1.2 Now that appointments are being made into the structure, there are some posts that have attracted market supplements and not all appointments have been made at the bottom of the scale. Any posts not appointed at bottom of the scale will have had to be approved with sound evidence as to a reason why. Any pressure that this creates given the budget was estimated at lower mid-point needs to be managed within the service that this relates to, just as any market supplements will also need to be managed by the service too.

- 3.1.3 The changes to the Director of Public Health post are assumed to be cost neutral to the local authority as these costs are charged to the ring fenced Public Health Grant from OHID (Office for Health Improvement and Disparities). As per each Directorate budget, the Public Health is a cash limited budget, and the total employment cost of the Director must be contained within that overall cash limit.
- 3.1.4 The costs of the new posts were originally estimated prudently at lower mid-point – while the intention is to recruit at the bottom of the scale. Additionally, these are the expenditure effects, and some posts may be at least in part be charged to other grants or external recharges in practice. These costs are excluding recent salary uplift (and uplift for 2024/25 onwards is not assumed). However, the budgets for all these roles will be updated for the pay rise. The overall position is neutral as the over costs are similar and subject to the same % uplift as council wider senior posts.
- 3.1.5 Transitional costs of redundancy, pension strain and the overall transformation are allowed for by the reserve and c/fwds created for this purpose in the original council plans and at the last year end. There is an earmarked reserve of £7.5m. As advised these funds will assist with Pension strain and redundancy, other costs of transformation including any overlap costs. The Council are expecting to fully use this reserve.
- 3.1.6 Directorates need to manage the costs within their existing cash limit budgets and there is an assumption posts will be recruited at bottom of scale. Budgets will be adjusted as restructure progresses where budgets for deleted posts will be removed and reused for new posts.

3.2 ***Legal implications***

- 3.2.1 The rules governing recruitment and appointment of staff are set out in the Constitution. This includes the rules for appointment of chief officers, which includes the need for elected members to decide on these appointments, except when the Commissioners choose to exercise their intervention powers, or an interim is being appointed pending permanent recruitment. The DLUHC statutory Directions give powers to the appointed DLUHC Commissioners to make decisions on senior officer recruitment for the top three tiers of the organisation. All other recruitment decisions, including those decisions where the commissioners decide not to exercise their power are made by the Chief Executive, as Head of Paid Service, or an authorised officer. In general, executive directors are responsible for agreeing and implementing restructures within their services.
- 3.2.2 The Localism Act introduces duties in relation to transparency in pay policies and arrangements. The guidance associated with this legislation states that due to public interest in the level and frequency of severance payments being made in particular to senior officers, to ensure that decisions to spend local taxpayers' money on large payoffs are subject to the appropriate level of accountability, local authorities should offer full council the opportunity to vote before packages over £100,000 are approved. In appropriate circumstances

an individual may be permitted to be paid in lieu of notice. The Localism Act and associated guidance also requires local authorities to have a pay policy statement and recommends that full Council should approve new posts paid at £100,000 or more.

3.2.3 The Returning Officer (local elections), Local Returning Officer (PCC elections) and Acting Returning Officer (parliamentary elections) have statutory responsibilities in relation to the running of elections and the Electoral Registration Officer has statutory responsibility in relation to registration of electors. Section 35(1) of the Representation of the People Act 1983 requires the Council to appoint one of its officers to the role of Returning Officer. A Returning Officer is personally responsible for the administration of local government elections and for ensuring that the experience of voters and those standing for election is a positive one.

3.3 ***Risk management implications***

3.3.1 There is an inherent level of risk with any restructure, including whether it has the expected impact on performance, service delivery and efficiency and whether it is possible to recruit to the new structure. This will be mitigated through ongoing review of the impact and a 12-month review of the structure.

3.3.2 There are additional risks for the Council. These include the disruption that restructure at this scale causes, this disruption is already happening and will continue until significant numbers of the new posts are recruited to and postholders have started their jobs. That said, the council has been coping with instability in the work force for some time and clarity over senior roles and permanent recruitment will begin to drive more stability in the organisation. Organisational leaders and managers will need to manage ongoing delivery and risks in their areas using a variety of tools to mitigate disruption and maintain delivery. There are several interims in post at the associate director level and it is anticipated that many of these staff will stay with Slough until permanent recruitment is undertaken, minimising the risks of gap.

3.3.3 There is the potential for the loss of institutional memory and knowledge in staff leaving either through redundancy or as they seek other employment during the process. This will be mitigated through thorough hand over expectations of those leave.

3.4 ***Environmental implications***

3.4.1 There are no specific environmental implications arising from this report.

3.5 ***Equality implications***

3.5.1 As part of the consultation process an Equality Impact Assessment was conducted.

3.5.2 Officers are seeking to mitigate any equalities impacts by putting a very high premium on diversity in all its forms. This was the key criteria in the selection of the recruitment partner.

3.6 Procurement implications

3.6.1 Not applicable for this report to the committee.

3.7 Workforce implications

3.7.1 The consultation process has followed the Council's Organisational Change Policy and Procedure and trade unions have been involved in this change programme.

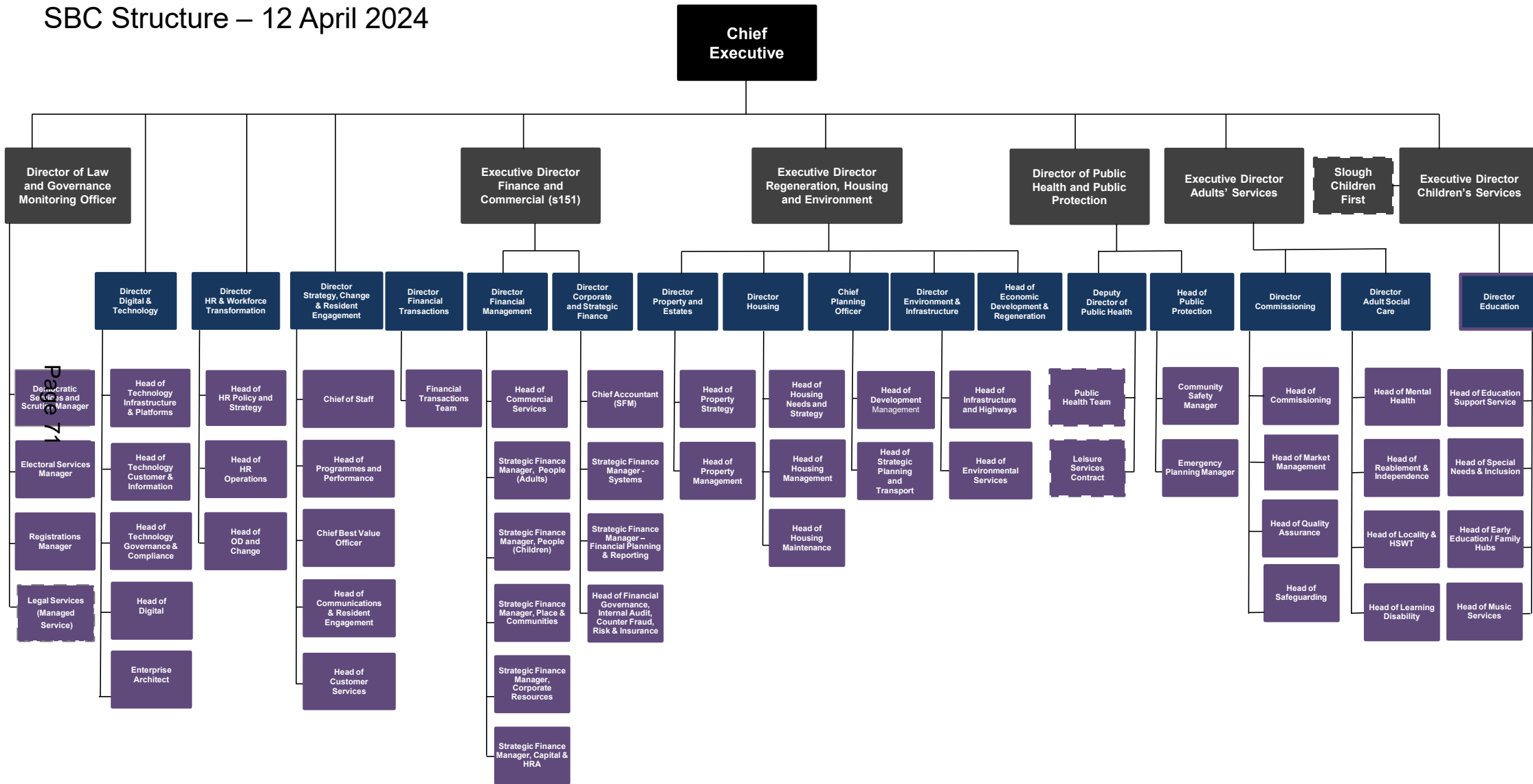
3.8 Property implications

3.8.1 Not applicable for this report to the committee.

4. Background Papers

None

SBC Structure – 12 April 2024



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Part 3.6 Scheme of Delegation to Officers

Contents

Section 1. Guiding Principles

Section 2. General Delegations which apply to all the Council

Section 3. Proper Officer Functions

Section 4. Delegations to each Directorate

Chief Executive

Executive Director: Finance and Commercial

Executive Director: Regeneration, Housing and Environment

Executive Director: Adult Services

Executive Director: Children's Services

Director of Law and Governance (Monitoring Officer)

Director of Public Health and Public Protection

Section 1 - Guiding Principles

1.1. Introduction

This document sets out how the Council has delegated its executive and non-executive powers to officers. Its purpose is to ensure that there are sufficient properly authorised, officers to carry out the Council's business, lawfully and effectively and that everyone: officers, members and the public, knows who they are.

These delegations to officers are the last link in the chain of delegation which begins with the framework described in the Constitution. They must be read in conjunction with the Constitution itself, and in particular the arrangements for discharge of executive and non-executive functions set out in Part 3, and those delegations to Committees, sub-Committees and Directors.

General principles

Officers may exercise delegated powers provided that the matter:-

- is covered by an approved policy
- there are no unusual features
- there are no political or other significant issues,

otherwise the matter should be referred to Members to determine.

In exercising delegated powers officers must:

- Incur expenditure within approved estimates/limits.
- Comply with the Council's procedural rules and constitution, including the Contract Procedure Rules and Financial Procedure Rules in force at the time.
- Comply with any policy, plan or direction of the Council, Cabinet or Committee.
- Comply with the Council's internal policies, procedures and guidance.
- Consult where appropriate, and/or agree with other relevant officers.
- Consult or refer the matter to the Chief Executive, s.151 Officer and/or Monitoring Officer in appropriate cases.
- Keep appropriate records and registers of decisions and report to Council, Cabinet or Committee if required.

In using delegated powers, officers are accountable to the Council or Cabinet or the Committee from which those delegated powers derive.

Acts of officers done under delegated powers are deemed to be acts of the Council.

1.2. Structure of the Scheme

Section 2 of the Scheme is the **General Delegations**. These are delegated powers which are common to all parts of the Council and relate to the Finance, Procurement, Human Resources, Legal transactions and Property Management functions which support the main work of the Council.

Section 3 lists the 'Proper Officers' described in Part 3.6.4 of the Council's Constitution. These are posts which are created by legislation rather than resulting from a chosen structure. The proper officers are listed and cross referenced to officer posts in each directorate. 'Proper Officers' include the 'statutory chief officers' whose roles are set out in Article 13 of the Constitution. Although they retain personal responsibility for how their powers are used, they may delegate some of their duties to other officers. In the absence of the proper officer function being listed, it is deemed to be exercisable by the chief officer with responsibility for the function.

Section 4 sets out the functions delegated to each Directorate. The Executive Director is responsible for maintaining a written internal scheme of delegation setting out particular posts or groups of posts can exercise functions and make decisions. The internal scheme is subject to restrictions set out in the constitution and where the two documents do not align, the constitution takes precedence.

1.3. Reserved Matters, deemed delegations and general authorities

Matters reserved to the Council, the Executive, and their Committees:

Functions may be specifically reserved to the Council, or a Committee of the Council, or to the Executive of the Council, either under the Articles of the Constitution, Part 3 of the Constitution (Responsibilities for Functions), Financial Regulations or Contract Procedure Rules. Functions may also be reserved under the Scheme of Delegations. These reserved functions may not be carried out by any officer unless they have been specifically delegated to him/her by the person or body holding the reserved power. The only exception is the urgency provision set out in paragraph 1.4 below.

Deemed delegations to officers:

- Any matter not specifically reserved in this way will be deemed to be within the delegated authority of the Chief Executive or the relevant Executive Director.

The Chief Executive may exercise any function delegated to any other officer, except those functions of the other statutory chief officer or where the delegation is to an officer with a required appointment process e.g. appointed health and safety inspector. Executive Directors may exercise any function outside their directorate delegations delegated to them by the Chief Executive.

- Statutory chief officers and proper officers should make arrangements to appoint an individual to undertake their responsibilities during period of absence.
- London Borough of Harrow has a delegation of function to:

- commence, defend or settle any legal proceedings as necessary to protect the interests of the Council, whether or not specifically delegated under this scheme.
- Take any action in order to protect the interests of the Council or of any person or property to whom, or for which, the Council has responsibility or in order to give legal effect to any decision or action properly taken by the Council or a Committee or person on behalf of the Council, including certifying documents as a copy of the original.
- Sign any documentation to give effect to any resolution of the Council in any tribunal or court.
- Sign any document necessary to give effect to any decision of the Council.

This delegation is exercised by the Head of Legal, London Borough of Harrow, who is permitted to delegate the function to any of her officers. The Monitoring Officer also has power to exercise these functions.

1.4. Urgency provisions – Non-Executive functions

The following provisions apply regardless of any specific reservations to Members:

- The Chief Executive has power to act in cases of emergency or urgency to discharge non-executive functions.
- In the absence of the Chief Executive, the Executive Director nominated to deputise will exercise emergency or urgency powers in the same way.

Urgency provisions – Executive functions

- Subject to consultation with the Leader of the Council (or in his/her absence the Deputy Leader) where possible, the Chief Executive (and his or her appointed deputy in the case of absence) shall have the power to exercise executive functions in cases of emergency or urgency.

When deciding whether a matter is an emergency or urgent, consideration should be given to the following:

- whether it is prejudicial to the Council's interest to delay
- whether it is practicable to call an emergency member meeting or use the Leader's Action procedure as set out in Part 4.4 – Executive Procedure Rules
- whether it is appropriate to refer the matter to a member meeting following the action
- compliance with the significant officer decision procedure set out below.

1.5. Incidental and ancillary functions, successor legislation, meaning of 'officer'

Incidental functions: any reference to officers being authorised to carry out or perform any functions in the schemes shall be deemed to include the authority to carry out any other functions which are necessary or incidental to, or required to facilitate or be conducive to the performance of the function in question.

Successor legislation: any reference in the Schemes to any legislation or to any Council procedure or rule shall be deemed to include a reference to any successor legislation, procedure or rule as may be introduced or enacted by way of substitution, revision or amendment.

If the Council acquires a new function responsibility will fall to the Chief Executive or Executive Director with responsibility for the relevant service area.

Restructure

If the Council restructures its organisation, delegated authority will be deemed to be held by the chief officer with responsibility for the service area.

1.6 Significant Officer Decisions

For certain significant officer decisions, to ensure transparency, a written record will be made and published on the Council's website. Officers are responsible for preparing the written record as soon as reasonably practicable after any significant officer decision. The record will include the decision, date it was made, reasons for the decision, details of any alternative options considered and rejected and where a specific delegation has been given, the names of any member of the relevant committee/cabinet who has declared a conflict of interest. Decisions that are deemed to be key decisions as defined in Article 13 are reserved to Cabinet and should only be made by an officer if the urgency procedures have been followed.

1. Tenders/Contracts over £50,000 or 'politically sensitive' excluding individual social services care packages and school placements.
2. Write-off of individual debts between £5,000 and £15,000.
3. Decisions arising from external report on significant Health and Safety at Work Act risk.
4. Compulsory Purchase Orders if under delegated authority.
5. Other decisions such as those with political, media or industrial relations implications that Directors consider Members should be aware of.
6. Appointments to casual vacancies on committees, sub-committees, Panels, and outside bodies
7. Decisions that grant a permission or licence or otherwise affect the rights of an individual and are not otherwise publicly recorded in accordance with other statutory requirements.
7. Specific decisions that have been delegated to a particular officer by resolution at a Cabinet meeting to be taken following consultation with the relevant Cabinet Member or be resolution of a committee or sub-committee of the Council.

Section 2 - General Delegations

Delegated Powers

General

Taking and implementing any decision required for operational effectiveness.

Taking any action necessary to ensure the effective development and implementation of the Council's key strategies and services relating to directorates.

Investigating and resolving complaints, including agreeing the payment of compensation, including payments or other benefits in cases of maladministration.

Responding to requests for data or information in accordance with information law procedures.

Attending and representing the Council on partnership boards.

To conduct criminal investigations, including exercising statutory powers, administering cautions and conducting financial investigations in relation to proceeds of crime.

Exercising proper officer functions where these are not specifically designated under section 3 below.

Financial – these are subject to limits within the Financial Procedure Rules

Preparation for member approval of the annual directorate budget

Monitoring of directorate budget

Authorise expenditure within approved revenue budget estimates.

Virement of revenue and capital in accordance with Financial Procedure Rules.

Authorise collection of income

Authorise expenses

To agree in-year variations to costs, fees and charges

- up to 3% plus inflation

Applying for grants

Disposing of non-land assets

Write off debts

Procurement – these are subject to limits within Contract Procedure Rules

Authorise tendering processes

Approve contracts

Approve variations in contracts

Approve use of consultants

Human Resources – these are subject to internal HR policies and procedures

To appoint, suspend and dismiss staff

To take any action under the Council's employment policies and procedures

To re-organise staff within their directorates, subject to budgetary implications

Consultation with trade unions on staff organisational changes

Maintaining an up-to-date staffing structure

Property - subject to budgetary provision and compliance with internal procedures and statutory processes

To authorise the granting, renewal, termination, assignment or sub-letting of leases, tenancies or other interests in land and property.

To approve variations in rent arising from rent reviews of land and property leased to or by the Council.

To authorise the acquisition of legal estates or interest in land and property in accordance with agreed policy and within the capital programme.

To authorise the disposal of legal estates or interests in land and property not required by the Council.

To authorise the taking, granting, revocation or termination of covenants, easements, wayleaves, licences and other rights or user.

To serve and respond to statutory notices in relation to land.

To authorise the appropriation of land, including appropriation by the HRA from the general fund.

Legal transactions

Instructing HB Public Law (London Borough of Harrow) or the Monitoring Officer in relation to legal matters and disputes.

Instructing external lawyers in relation to legal matters and disputes, where agreement has been sought from the HB Public Law or the Monitoring Officer that instructions are appropriate.

Authorising officers to attend court and appear on behalf of the Council under s.223 Local Government Act 1972 and the County Courts Act 1984, following consultation with the Monitoring Officer or HB Public Law.

Section 3 – Proper Officer and Statutory Officer designations (statutory chief officers are set out in Article 12) - this list is not exhaustive and the proper officer functions not specifically referred to will be designated to the chief officer managing the relevant service.

Post	Designation	Function
Chief Executive	Proper Officer for notices regarding councillor appointments and resignations	Section 83 to 99 Local Government Act 1972
Chief Executive	Proper Officer for notices of council meetings	Section 100 to 100G Local Government Act 1972
Director of Law and Governance (Monitoring Officer)	Proper Officer for Births, Deaths and Marriages	Registration Services Act 1953
Director of Law and Governance (Monitoring Officer)	Proper Officer for deposit of documents and certifying documents.	Section 225 Local Government Act and associated legislation
Director of Law and Governance (Monitoring Officer)	RIPA Responsible Officer for register of authorisations	Section 28 and 29 of the Regulation of Investigatory Powers Act 2000
Director of Law and Governance (Monitoring Officer)	Electoral Registration Officer and other proper officer election functions	Section 8 - Representation of the People Act 1983 Section 82 – Representation of the People Act 1983
Director of Law and Governance (Monitoring Officer)	Returning Officer	Section 35 - Representation of the People Act 1983
Director of Law and Governance (Monitoring Officer)	Acting Returning Officer	Section 28 - Representation of the People Act 1983
Head of Governance and Scrutiny	Scrutiny Officer	Section 31 – Local Democracy, Economic Development and Construction Act 2009
Head of Virtual School, Slough Children First Ltd.	Virtual School Head	Section 22 Children Act 1989
ICT and Digital Service Manager	Data Protection Officer	GDPR

Section 4 – Specific Delegations

Chief Executive

Functions in relation to:

Human Resources
Communications and resident engagement
Policy and performance
Customer services
Information governance
ICT
Programme management

To take any action necessary to ensure the effective and efficient management and operations of the Council and the effective development and implementation of the Council's key strategies and services. If following a Borough Election the Leader has not been elected as a councillor or, if re-elected, the political party of which they are a member does not have a majority on the Council, then until a Leader is appointed, the Head of Paid Service (in consultation with all Group Leaders) shall be authorised to take and implement any decision required for operational effectiveness of the Council but excepting any such responsibilities, duties and powers specifically reserved to any other person or body.

To promote the importance of the ethical agenda and to sustain the highest standards of ethical behaviour on the part of the Council's officers in accordance with the Code of Conduct for Council Employees and to undertake any action necessary to ensure the effective development and implementation of the Council's Corporate Governance Framework.

Approve minor and technical changes to the Council constitution in consultation with the Monitoring Officer.

Following consultation with the Leader and Leader of the Opposition, to suspend the Monitoring Officer or officer designated as Chief Finance Officer in exceptional circumstances for up to ten days pending the Chief Officer's Employment Panel being convened to consider the suspension in accordance with Part 4.7 of the constitution.

Following consultation with the Leader and Leader of the Opposition, to refer matters of discipline (as defined in the disciplinary procedure) in respect of the Monitoring Officer or officer designated as Chief Finance Officer to the relevant member panel.

Executive Director: Finance and Commercial

Functions in relation to:

Financial strategy and management
Internal audit, risk and insurance and anti-fraud
Revenue and benefits
Procurement and commercial services

Following consultation with the Leader and Leader of the Opposition and the Monitoring Officer, to suspend the officer designated as Head of Paid Service in exceptional circumstances for up to ten days pending the Chief Officer's Employment Panel being convened to consider the suspension in accordance with Part 4.7 of the constitution.

Following consultation with the Leader and Leader of the Opposition, to refer matters of discipline (as defined in the disciplinary procedure) in respect of the officer designated as Head of Paid Service to the relevant member panel.

Executive Director: Regeneration, Housing and Environment

Functions in relation to:

Housing needs
Tenant and leaseholder services
Housing allocations and social lettings
Planning services
Property asset management
Regeneration development and delivery
Transport and highway planning
Cemeteries and Crematoriums

Executive Director – People (Adults)

Functions in relation to:

Adult social care operations
Adult social care commissioning
Mental health

Executive Director – People (Children)

Functions in relation to:

Children’s social care – some functions contracted out to Slough Children First Ltd
Children’s centres and early help services – some function contracted out to Slough Children First Ltd
Early years
Access and inclusion
School effectiveness
Education services
Special educational needs and disabilities
Youth services – some functions contracted out to Slough Children First Ltd
Libraries

Director of Law and Governance (Monitoring Officer)

Functions in relation to:

Democratic governance
Scrutiny
Elections and electoral registration
Legal services
Registrars Service

Following consultation with the Leader and Leader of the Opposition and the Chief Finance Officer, to suspend the officer designated as Head of Paid Service in exceptional circumstances for up to ten days pending the Chief Officer’s Employment Panel being convened to consider the suspension in accordance with Part 4.7 of the constitution.

Following consultation with the Leader and Leader of the Opposition, to refer matters of discipline (as defined in the disciplinary procedure) in respect of the officer designated as Head of Paid Service to the relevant member panel.

Director of Public Health and Public Protection

Functions in relation to:

Public Health
Leisure services
Community safety
Emergency Planning
Regulatory services – trading standards and environmental health

ARTICLE 12 – OFFICER ROLES AND STATUTORY CHIEF OFFICER FUNCTIONS

1 Chief Officers

Post
Chief Executive
Executive Director: Finance and Commercial
Executive Director: Regeneration, Housing and Environment
Executive Director: Adults Services
Executive Director: Children’s Services
Director of Public Health and Public Protection
Director of Law and Governance

Statutory Chief Officers

The Council will designate the following posts as shown:

Post	Designation
Chief Executive	Head of Paid Service
Director of Law and Governance	Monitoring Officer
Executive Director: Finance and Commercial	Chief Finance Officer – S151 Officer
Executive Director: Children’s Services	Director of Children’s Services
Executive Director: Adults Services	Director of Adult Social Services
Director of Public Health and Public Protection	Director of Public Health

Such posts will have the functions described below.

Structure. The Head of Paid Service will determine and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of officers. This is set out at Part 7 of this Constitution.

2 Functions of the Head of Paid Service

1. Duty to grant and supervise exemptions from political restriction from the authority's staff	Section 3 Local Government and Housing Act 1989
2. Duty to report on the following matters: a. the manner in which the discharge by the authority of their different functions is co-ordinated; b. the number and grades of staff required by the authority for the discharge of their functions; c. the organisation of the authority's staff; d. the appointment and proper management of the authority's staff	Section 4 Local Government and Housing Act 1989
3. To be the principal advisor on staffing matters to the council (except where there would be a conflict of interest in respect of his or her own pay and conditions of service)	Part 1 Local Government and Housing Act 1989
4. To ensure the appointment and proper management of the authority's staff and that all staff are appointed on merit.	Part 1 Local Government and Housing Act 1989

- (a) **Restrictions on functions.** The Head of Paid Service may not be the Monitoring Officer but may hold the post of Chief Finance Officer if a qualified accountant.

3 Functions of the Monitoring Officer

1. Report on contravention or likely contravention of any enactment or rule of law.	Section 5 & 5A Local Government and Housing Act 1989.
2. Report on any maladministration or injustice where Ombudsman has carried out an investigation.	Section 5 Local Government and Housing Act 1989.
3. Appointment of Deputy Monitoring Officer.	Section 5 Local Government and Housing Act 1989.
4. Report on resources needed to undertake Monitoring Officer functions.	Section 5 Local Government and Housing Act 1989.
5. Establish and maintain registers of member's interests and gifts and hospitality.	Sections 29 and 30 Localism Act 2011 The Relevant authorities (Disclosable Pecuniary Interests) Regulations 2012
6. Advice to Members on interpretation of the Code.	Members' Code of Conduct
7. Advice and determination of process for complaints under the Code of Conduct in accordance with the agreed complaints procedure.	Sections 28 – 34 Localism Act 2011
8. Advice to Members on Compensation or remedy for maladministration.	Section 92 Local Government Act 2000.

(a) **Maintaining the Constitution.** The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by Members, staff and the public.

- (b) **Affixing the seal.** The Monitoring Officer will authorise in writing another officer, including legal staff within the London Borough of Harrow, to affix the common seal and execute under seal any deed or document

- (b) **Restrictions on posts.** The Monitoring Officer cannot be the Chief Finance Officer – S151 Officer or the Head of Paid Service.

4 **Functions of Chief Finance Officer (S151 Officer)**

1. Oversight of proper administration of financial affairs.	Section 151 Local Government Act 1972
2. Duty to nominate a member of his/her staff as chief financial officer.	Section 114 Local Government Finance Act (LGFA)1988
3. Duty to report on a Council decision or likely decision which would lead to the authority incurring unlawful expenditure or would cause a loss or deficiency to the authority or entry of an unlawful item of account.	Section 114 LGFA 1988
4. Duty to report if the expenditure of the Council incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.	Section 114 LGFA 1988
5. Duty to report on an Executive decision or likely decision which would lead to the authority incurring unlawful expenditure or would cause a loss or deficiency to the authority or entry of an unlawful item of account.	Section 114A LGFA 1988
6. Duty to report on the robustness of the authority's budget calculations.	Section 25 Local Government Act 2003
7. Duty to report on the adequacy of the authority's proposed financial reserves.	Section 25 Local Government Act 2003
8. Duty to report on previous years' financial reserves if it appears that controlled reserves is or likely to be inadequate, including recommendations for appropriate actions to rectify.	Section 27 Local Government Act 2003
9. Duty to assist the Council in carrying out regular budget monitoring.	Section 28 Local Government Act 2003

(a) **Restrictions on posts.** The s.151 Officer cannot be the Monitoring Officer.

5. Functions of the Director of Children's Services

1. Responsible for functions conferred on or exercisable by the authority in their capacity as a local education authority	Section 18 Children Act 2004
2. Responsible for functions conferred on or exercisable by the authority, which are social services functions, so far as those functions relate to children.	Section 18 Children Act 2004
3. Responsible for functions under section 23C to 24D of the Children Act 1989, relating to looked after children.	Section 18 Children Act 2004
4. Improving well-being of children in the authority's area.	Sections 10 and 18 Children Act 2004
5. Safeguarding and promoting the welfare of children.	Sections 11 and 18 Children Act 2004
6. Responsible for any function under section 75 of the National Health Service Act 2006 on behalf of an NHS body so far as those relate to children.	Section 18 Children Act 2004

6 Functions of the Director of Adult Social Services

<p>1. Responsibility for all social services functions (other than those for which the Director of Children's Services is responsible under section 18 of the Children Act 2004).</p>	<p>Section.6 and Schedule 1 of the Local Authority Social Services Act 1970</p>
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7. Functions of the Director of Public Health

Director of Public Health	Statutory Source of Function.
1. Responsibility for the functions under S2B National Health Service Act – taking steps to improve Health.	Ss 2B and 73A National Health Service Act 2006.
2. Responsibility for the functions under S111 National Health Service Act – dental public health.	Ss 111 and 73A National Health Service Act 2006.
3. Responsibility for the functions under S249 National Health Service Act – joint working in respect of prison health.	Ss249 and 73A National Health Service Act 2006.
4. Responsibility for compliance with regulations made under s6C(1) or (3) National Health Service Act 2006 –requirement to undertake functions of the Secretary of State	Ss 6C(1) and (3) National Health Service Act 2006
5. Responsibility for the functions under S7A National Health Service Act – arrangements to undertake Secretary of State’s functions.	Ss 7A and 73A National Health Service Act 2006.
6. Responsibility for the exercise by the authority of its functions under Schedule 1 National Health Service Act 2006 - inspection of school pupils.	Schedule 1 National Health Service Act 2006
7. Responsibility for any functions that relate to planning for or responding to emergencies involving a risk to public health.	S73A National Health Service Act 2006.
8. Responsibility for the functions under S325 Criminal Justice Act 2003 – arrangements for assessing risk of certain offenders.	S325 Criminal Justice Act 2003
9. To prepare an annual report on the health of the people in Slough	S73B(5) National Health Service Act 2006
10. To be a member of the Health and Wellbeing Board	S194(2)(d) National Health Service Act
11. Responsibility for the exercise of all other Local Authority’s public health functions specified in S73A(1) National Health Service Act 2006.	S73A National Health Service Act 2006.

9 Conduct

Officers will comply with the Officers' Code of Conduct for Employees in Part 5.3 and the Local Code Governing Relations Between Elected Members and Council Employees in Part 5.4 of this Constitution.

10 Employment

The recruitment, selection and dismissal of officers will comply with the Officer Employment Rules set out in Part 4 of this Constitution.

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Slough Borough Council Best Value Commissioners

10 April 2024

To: Stephen Taylor, Monitoring Officer, Slough Borough Council [by email]

Dear Stephen,

Commissioners' Decision on appointment of Interim Chief Executive and Head of Paid Services.

On 22 March 2024, the Commissioners decided to appoint Will Tuckley as Interim Chief Executive and Head of Paid Services for Slough Borough Council from 15 April 2024.

As you are aware, the Secretary of State's Directions pursuant to his powers under section 15(5) and (6) of the Local Government Act 1999 and in accordance with Annex B, paragraph 4 of the Direction dated 01 Sept 2022, give Commissioners powers to exercise the functions of the Council relating to the appointment and designation of persons as statutory officers. The appointment was made following a request for candidates from various recruitment agencies, discussions between Will Tuckley (Chief Executive and Head of Paid Services designate) and Gavin Jones, Lead Commissioner and Ged Curran, Commissioner and subsequent engagement with the Leader of the Council, Deputy Leader of the Council, and the Leader of the Opposition.

Mr Tuckley will be appointed on an interim basis for up to 4 days a week at a daily rate of £1,100 and will remain in place until such a time as the role of Chief Executive and Head of Paid Services is filled on a permanent basis. This will be reviewed after six months.

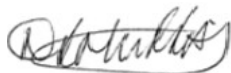
This appointment will be formally reported to the next full meeting of the Council on 25 April 2024 where the Council will be invited to note the Commissioners' decision.

A copy of this letter will be published on slough.gov.uk as part of our commitment to transparency in the use of Commissioners' powers.

Yours sincerely,



Gavin Jones, Lead Commissioner



Denise Murray, Finance Commissioner



Ged Curran, Commissioner

Gavin Jones

Lead Commissioner
Slough Borough Council

Denise Murray, FCCA

Finance Commissioner
Slough Borough Council

Ged Curran

Commissioner
Slough Borough Council

Observatory House

Windsor Road, Slough

SL2 2EL

commissioners@slough.gov.uk

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Slough Borough Council Best Value Commissioners

15 April 2024

To: Stephen Taylor, Monitoring Officer, Slough Borough Council [by email]

Dear Stephen,

Commissioners' Decision on appointment of Interim Executive Director Finance and Commercial Service (S151 Officer).

On 9 April 2024, the Commissioners decided to appoint Christopher Holme, the current Deputy S151 Officer, as interim Executive Director Finance and Commercial Service (S151 Officer) for Slough Borough Council for the period 26 April 2024 to 6 May 2024 to ensure continuity in post of a S151 Officer following the departure of Adele Taylor on 25 April and the arrival of Annabel Scholes on 7 May 2024.


As you are aware, the Secretary of State's Directions pursuant to his powers under section 15(5) and (6) of the Local Government Act 1999 and in accordance with Annex B, paragraph 4 of the Direction dated 01 Sept 2022, give Commissioners powers to exercise the functions of the Council relating to the appointment and designation of persons as statutory officers. Mr Holmes is appointed on an interim basis at a daily rate of £1,000 plus agency margin.

We understand that this appointment will be formally reported to the next full meeting of the Council on 25 April 2024 where the Council will be invited to note the Commissioners' decision.

Yours sincerely,



Gavin Jones
Lead Commissioner



Denise Murray
Finance Commissioner



Ged Curran
Commissioner

Gavin Jones

Lead Commissioner
Slough Borough Council

Denise Murray, FCCA

Finance Commissioner
Slough Borough Council

Ged Curran

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Slough Borough Council Best Value Commissioners

10 April 2024

To: Stephen Taylor, Monitoring Officer, Slough Borough Council [by email]

Dear Stephen,

Commissioners' Decision on appointment of Interim Executive Director Finance and Commercial Service (S151 Officer).

On 5 April 2024, the Commissioners decided to appoint Annabel Scholes as Executive Director Finance and Commercial Service (S151 Officer) for Slough Borough Council from 7 May 2024.

As you are aware, the Secretary of State's Directions pursuant to his powers under section 15(5) and (6) of the Local Government Act 1999 and in accordance with Annex B, paragraph 4 of the Direction dated 01 Sept 2022, give Commissioners powers to exercise the functions of the Council relating to the appointment and designation of persons as statutory officers. The appointment was made following a recruitment exercise carried out by a number of external recruitment agencies who put forward a pool of candidates to be considered for this role. Denise Murray, the Finance Commissioner carried out the interviews, and was supported by Will Tuckley (Interim Chief Executive and Head of Paid Services designate) and Councillor Wal Chahal, Deputy Leader, and Lead for Financial Oversight & Council Assets as observers.

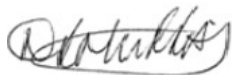
Annabel Scholes will be appointed on an interim contract for a period of six months working a 9-day fortnight at a daily rate of £1,375 (including agency margin). This amount is the cost that will be incurred by Slough Borough Council, noting the amount actually received by the individual will be lower. The Council is intending to simultaneously commence permanent recruitment for this role.

This appointment will be formally reported to the next full meeting of the Council on 25 April 2024 where the Council will be invited to note the Commissioners' decision.

Yours sincerely,



Gavin Jones, Lead Commissioner



Denise Murray, Finance Commissioner



Ged Curran, Commissioner

Gavin Jones

Lead Commissioner
Slough Borough Council

Denise Murray, FCCA

Finance Commissioner
Slough Borough Council

Ged Curran

Commissioner
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Slough Borough Council

Report To:	Council
Date:	25 April 2024
Subject:	Review of the Membership of SACRE
Chief Officer and Contact Officer:	Stephen Taylor, Monitoring Officer
Ward(s):	All
Exempt:	NO
Appendices:	Appendix – Minutes of SACRE meeting held on 2 November 2023

1. Summary and Recommendations

- 1.1 This report considers whether Council should amend the terms of reference of the Council's Standing Advisory Committee on Religious Education (SACRE) to enable a representative with no religious belief, such as a humanist, to join Committee 1 of SACRE, in the light of a recent High Court decision.

Recommendations:

That having regard to the views of SACRE, the terms of reference of SACRE not be amended at this time but that SACRE be asked to review the membership of SACRE during the 2024/25 Municipal Year.

Reason:

To give Council the opportunity to review SACRE's membership following the recent High Court decision and SACRE's consideration of the matter.

Commissioner Review

Commissioners are content with this report.

2. Report

Background

- 2.1 SACRE advises the Borough Council on such matters connected with religious worship in community or foundation schools which do not have a religious character, and the religious education to be given in accordance with an agreed or other syllabus as the Borough Council may refer to it or as it may see fit. SACRE further advises in particular on methods of teaching, the choice of materials and the provision of training for teachers.
- 2.2 SACRE is comprised of 4 groups representing Christian Denominations and Other Faiths (Committee 1); the Church of England (Committee 2); Representatives of Teacher Associations (Committee 3) and Representatives of the Borough Council (Committee 4).

- 2.3 Following a request that a humanist be made a voting member of SACRE on Committee 1, there were various discussions at meetings of SACRE on 3 March 2023 and 17 June 2023 as to whether there was any scope to propose the expansion of Committee 1 in order to include representatives from non-religious groups and if so, whether Council should be asked to amend SACRE’s terms of reference.
- 2.4 According to the Terms of Reference, Committee 1 is comprised of 12 members who represent the following faith groups:
- The Free Churches (1)
 - The Black Free Churches (1)
 - The Roman Catholic Church (1)
 - Hinduism (1)
 - Islam (4)
 - Judaism (1)
 - Sikhism (2)
 - Baha’is (1)
- 2.5 A humanist is already a co-opted member of Committee 1 who participates in discussions.
- 2.6 According to the 2021 Census, the denominations and the number of adherents in Slough were as follows:

Based on the 2021 Census for Slough	
Denominations	Adherents
Christian	50,664
Muslim	46,661
No religion	20,726
Sikh	17,985
Hindu	12,343
Buddhist	776
Other religion	716
Baha	8
Jewish	85
Humanist	6

- 2.7 As stated above, 6 residents specifically consider themselves to be humanists.

3. Legal Context

3.1 The Education Act 1996, s 390(4) requires that the membership of SACRE must consist of 4 groups as follows:

- Group A must include representatives from Christian denominations and other religions and denominations of such religions which appropriately reflect the principal religious traditions in the area.
- Group B must include representatives of the Church of England
- Group C must include representative of an association of teachers.
- Group D must include representatives from the local authority.

The number of representative members should be based on the proportionate strength of that denomination or religion in Slough area¹.

3.2 The SACRE may also include co-opted members in line with the Education Act 1996 s 390(3) and (7) but they have no voting rights. Each representative group has a single vote.

3.3 The issue whether other religions include non-religious beliefs was considered by the High Court on 26 May 2023 in the case of **Bowen v Kent County Council**². The High Court held that it is for each local authority to consider whether the beliefs attain a certain level of cogency, seriousness, cohesion and importance so as to merit consideration at all, irrespective of whether the belief system is religious or non-religious. Humanism is well recognised as a belief which should be afforded equal treatment. Whilst religious education will remain predominantly based on religion rather than non-religious beliefs, the local authority needs to ensure that the number of non-religious belief holders is reflective of the extent of the non-religious belief content required within the syllabus. It does not need to be rigidly dictated by the proportion of people with a particular non-religious belief in the local area. It does not follow that any and every non-religious belief need to be treated similarly and it is ultimately for the local authority to exercise its discretion when determining who to appoint to ensure consistency with the efficient discharge of the group's functions.

3.4 In summary, the High Court has held that a decision not to appoint a person simply because they hold non-religious beliefs is likely to be discriminatory and unlawful in circumstances where the data shows that the number of residents holding a particular non-religious belief is high and the non-religious is already included in the syllabus. It is understood that humanism is already included in 91% of syllabuses.

3.5 Accordingly, a person of no-religion or a humanist will not qualify to join Committee 1 as of right, in the light of the High Court judgment, but the Council is not obliged to approve the appointment of a humanist to join Committee 1 simply because they are a humanist. The Council is entitled to take into account the relative numbers of humanists in the Borough and may also wish to look at whether to encourage membership from other denominations in the Borough who may have a greater representation in the Borough.

¹ Education Act 1996, s 390(6).

² [2023] EWHC 1261 (Admin)

5. Consideration of the matter by SACRE

- 5.1 At its meeting on the 2 November 2023, SACRE considered whether to make a recommendation to Council that a Humanist representative be appointed to SACRE as a full voting member of Committee 1 (Christian Denomination and Other Faiths). SACRE was also invited to consider whether to review other representative faiths and beliefs represented in SACRE.
- 5.2 Having considered a report on the matter together with the advice of the SACRE professional advisor, SACRE resolved that the Council not be recommended to invite a Humanist representative to join Committee 1 as a full voting member. The minutes of the meeting are attached at Appendix 1.

6. Next Steps

- 6.1 Although SACRE specifically considered the issue as to whether a humanist should be invited to become a member of Committee 1, it made no recommendation in relation to a suggested review of other faiths and beliefs represented in SACRE. It is suggested that SACRE be asked to review this during the 2024/25 Municipal Year and, in the process of doing so, gather any further relevant information with a view to reporting back to Council on its future membership including whether it would be appropriate to include a humanist representative in Committee 1.

7. Background Papers

None.

Standing Advisory Council on Religious Education – Meeting held on Thursday, 2nd November, 2023.

Present:-

Committee 1 – Christian Denominations and Other Faiths

Ashpreet Singh Nainu (Chair), Sue Elbrow and Waqar Bhatti

Committee 2 – Church of England

Rev Gordon Briggs and Christine Isles

Committee 3 – Representatives of Teacher Associations

Andrew Ramsey – Secondary

Ian Sharpe - Secondary

Committee 4 – Representatives of the LEA

Councillors E Ahmed (Vice-Chair), Instone and Mohindra

Apologies for Absence:- Councillor Naveed and Zubayr Abbas-Bowkan, Karen Appleby, Hardip Singh Sohal, Andrea Sparrow, Priya Lamba and Robin Launder

PART 1

13. Minutes of the Last Meeting held on 4 July 2023

Resolved – That the minutes of the meeting held on 4 July 2023 be approved as a correct record.

14. Matters Arising

None.

15. Review of SACRE Membership Report

The Monitoring Officer, introduced the Review of SACRE membership report, which sought the SACRE's view on whether to make a recommendation to Council for a Humanist representative to be appointed to SACRE as a full voting member of Committee 1 (Christian Denomination and Other Faiths), in light of a recent High Court decision which confirmed the eligibility of Humanists to be members of SACRE.

The SACRE was invited to decide whether to recommend the appointment of a Humanist representative in Committee 1, and / or to review other representative faiths and beliefs represented in SACRE. Included in the report was information from the 2021 census as to the relative number of faith and other groupings in the Borough, including Humanists.

The SACRE professional adviser (Adviser) suggested that Committee 1 should be extended to include world views, as Humanist representation could

Standing Advisory Council on Religious Education - 02.11.23

be included under this category. He urged for a caution when reviewing the census, as it was imprecise.

After considering the report, Panel members broke into their respective groups to make a group decision as to whether to support the proposition that a Humanist representative be invited to join Committee 1 as a full voting member.

The votes cast were as follows:

Committee 1 – **No**

Committee 2 – **No**

Committee 3 – **Yes**

Committee 4 – **Yes**

In accordance with the outcome of the vote, the proposition was not carried.

Resolved -That the Council not be recommended to invite a Humanist representative to join Committee 1 as a full voting member.

16. Minutes of the Joint Syllabus Conference meeting held on 18 July 2023

Christine Isles reported that SACRE Hub had been renamed the Joint Syllabus Conference (JSC), which was working on the review of the Agreed Syllabus for Religious Education 2024-2029. The JSC had developed a draft Joint Syllabus with questions that needed to be reviewed by each of the six SACREs' Agreed Syllabus Conferences. Feedback and comments relating to the questions were expected to be provided by each ASC.

The SACRE acknowledged that an ASC was required to be set up and decided its membership (rather than the whole of SACRE members) from the following volunteers:

Sue Elbrow
Ashpreet Singh Nainu
Christine Isles
Andrew Ramsey
Councillor Mohindra

It was agreed that the ACS would meet immediately after the SACRE meetings, except for the first meeting, which would be arranged for Monday 20 November 2023.

Resolved that:

- I) The minutes of the Joint Syllabus Conference be noted.
- II) That an Agreed Syllabus Conference be convened.

17. SACRE Membership Update

Members welcomed Andrew Ramsey as a representative member of Group C - Teachers (Representing Primary, Secondary and Special Schools) to the SACRE.

Resolved – That the update on SACRE Membership be noted.

18. SACRE Action Plan 2023/24 - Updated October 2023

The Adviser introduced the SACRE Action Plan up to October 2023 and provided an outline of the various activities set out under the three categories set out in the Action Plan that had been circulated with the agenda.

The Chair welcomed the work that was being done in supporting teachers of Religious Education (RE) to continually improve RE learning in schools, and pointed out that Network Meetings were particularly helpful for non-specialist teachers in developing subject knowledge.

It was also highlighted that part of the £900 contribution to the Pan-Berkshire Hub was being used to fund the review of the Pan-Berkshire Agreed Syllabus.

Resolved – That the SACRE Action Plan 2023-24 Update up to October 2023 be noted.

19. SACRE Finance Update

The Chair agreed to vary the order of this item to be considered after item 8.

The Associate director of Education and Inclusion provided a verbal update on the SACRE budget. Members were advised that the total expenditure covered the costs set out in the SACRE Action Plan amounted to £5,805, of which £4,300 was the cost of the Adviser.

The Chair emphasised the need for due diligence in keeping within the SACRE budget of £5,000 up to March 2023.

Resolved – That the SACRE Finance update be noted.

20. Draft SACRE Annual Report 2022-23

The Chair agreed to vary the order of this item to be considered before item 7.

The Adviser presented the draft SACRE Annual Report which covered the work of the Slough SACRE during the academic year from September 2022 to August 2023.

It was noted that the table of GCSE exam results for 2022/23 would be included once they had been confirmed.

Standing Advisory Council on Religious Education - 02.11.23

Resolved – That the SACRE Annual report 2022-23 be approved subject to minor amendments and the inclusion of KS4 and KS5 Religious Education exam results.

21. Autumn RE Newsletter 2023 - To Note

Members received the Autumn RE Newsletters which had been circulated to headteachers via TheLink website for education professionals in Slough.

It was noted that items for inclusion in the next Spring Newsletter should be sent directly to David Rees, the Adviser.

In answer to a question as to whether the newsletter was effective and in getting feedback from teachers, the Adviser explained that it was a useful way of communicating information events and available resources to teachers. The newsletters were sent to headteachers, and there was therefore no guarantee that it would reach all RE teachers/co-ordinators.

Resolved – That the Autumn RE Newsletter be noted.

22. SACRE Membership News (An update from members regarding activities undertaken since the last SACRE meeting)

Rev Gordon Briggs announced that he had been invited to give a talk on the importance of Christmas to Christians at Castleview School in December 2023.

Christine Isles reported that a number of schools would be visiting St Pauls Church in Slough, as part of the 'Christmas Unwrapped.' programme to find out about what Christians believed about Christmas.

Ian Sharpe advised that he had been invited to help develop a leaflet to aid the learning journey for pupils at Key Stage 3 & 4.

Resolved – That the updates be noted.

23. Equality and Diversity - Resources

The Adviser reported that work was currently in progress to develop resources on equality and diversity and further details would be provided in January 2024.

The Chair asked for the details to also be included in forthcoming newsletters.

Resolved – That the update on Equality and Diversity - Resources be noted.

24. SACRE Members' Attendance Record

Resolved – That the Members' attendance record be noted.

Standing Advisory Council on Religious Education - 02.11.23

25. Information Item - To Note

Resolved – That the SACRE briefing 36 be noted.

26. Date of Next Meeting: 6 March 2024

Members agreed that the next meeting would be held at a place of worship/school, to be confirmed prior to the next meeting.

The date of the next meeting was confirmed as 6 March 2024.

Chair

(Note: The Meeting opened at 4.39 pm and closed at 6.12 pm)

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Slough Borough Council

Report To:	Council
Date:	25 th April 2024
Subject:	Quarterly Update on Urgent Key Decisions
Chief Officer:	Stephen Taylor, Monitoring Officer
Contact Officer:	Nick Pontone, Principal Democratic Services Officer
Ward(s):	All
Exempt:	No
Appendices:	Appendix 1 – Log of decisions taken under special urgency procedures where call-in waivers granted – January to March 2024

1. Summary and Recommendations

- 1.1 This report informs Members of Executive key decisions taken during the last quarter for which urgency provisions were utilised. There are various constitutional reporting requirements for such urgent decisions, including where proper constitutional procedures have not been adhered to and where special urgency procedures are relied upon.
- 1.2 This report covers the quarter between January to March 2024. Since the last report to Council in January 2024, one call-in waiver was granted (Microsoft Licensing: Upgrade from Tier E3 to Tier E5). No decisions have been taken under Leader's Urgent Action provisions.

Recommendations:

Council is recommended to note the use of special urgency provisions used for key decisions as set out in Appendix 1.

Reason:

This quarterly update ensures compliance with the various constitutional provisions for the key decision processes. This report contains details key decision made under special urgency procedures, where the agreement of the Chair of the Corporate Improvement Scrutiny Committee has been sought to waive call-in. Whilst the constitutional and statutory requirements were followed for making these decisions, paragraph 17.3 of the Access to Information Rules state that a quarterly report should be taken to Council where decisions are taken in accordance with Rule 16. The Council will receive these updates quarterly as meetings in January, April, July and November each year. Even if no decisions utilising urgency procedures have been taken during the preceding quarter a report will be provided to duly notify Council.

Commissioner Review

Commissioners are content with this report.

2. Report

Introductory paragraph

- 2.1 This report details the use of special urgency procedures to waive call-in for key decision made in accordance with the Special Urgency rules as set out in Paragraph 16 of the Access to Information Procedure Rules. This report contains information of decisions made for January to March 2024. A full history of the use of such provisions in 2022 and 2023 was provided to Council on 30th November 2023.

Background

- 2.2 Slough Borough Council operates the leader and cabinet model of governance. The Executive (Cabinet) is subject to various legal and constitutional provisions for decision-making. The main legal requirements are contained in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, which have been incorporated into the Council's Constitution, primarily the Executive Procedure Rules and Access to Information Rules.
- 2.3 There are specific constitutional rules that apply to the taking of 'key decisions', the definition of which is:

"A key decision is an Executive decision which:

(a) is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates;

or

(b) is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough.

A decision is significant for these purposes if it involves expenditure or the making of savings/receipt of income of an amount in excess of £1 million for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question. Revenue expenditure or savings should be calculated by reference to an annual figure, unless the expenditure will bind the Council for multiple years. Capital expenditure and capital receipts should be calculated based on total figures for the duration of the project or contractual term.

A decision taker may only make a key decision in accordance with the requirements of the Executive and Access to Information Procedure Rules set out in this Constitution."

- 2.4 The procedure rules require the Council to give 28-days public notice of the intention to take a key decision. To comply with this this requirement the Council publishes a Notification of Key Decisions each month which summarises the key decisions the Cabinet expects to take in the next three months.

- 2.5 Where it has not been possible to comply with this notification process, a key decision may still be taken under General Exception and Special Urgency provisions set out in sections 15 to 17 of the Access to Information Procedure Rules.
- 2.6 The Overview & Scrutiny function is important in enabling non-executive Members to review and scrutinise decisions made by the Cabinet. This includes the power to 'call in' a decision of the Cabinet which has not yet been implemented. Every Cabinet decision which is subject to call-in cannot be implemented until the call-in period expires, which is 5 working days after the publication of the decision. If a decision needs to be implemented urgently the Chair of the Corporate Improvement Scrutiny Committee can agree to waive call-in to enable the decision to be implemented without waiting for the 5 working days to elapse. The Cabinet report and/or minutes will specify if a call-in waiver was granted.
- 2.7 Under Section 17 of the Access to Information Procedure Rules the Corporate Improvement Scrutiny Committee has the power to require the Cabinet to report to Council if it believes a key decision has not been taken in accordance with the relevant procedures. It is confirmed that the Committee has not reported any such non-compliance this quarter or in 2022 or 2023.

Summary of use of special urgency provisions requiring call-in waivers

- 2.8 During the January to March 2024, there was one decision that utilised urgency provisions:
- Microsoft Licencing: Upgrade from Tier E3 to Tier E5
- Decision taken by Cabinet on 18th March 2024 –. The reason for urgency was to ensure the licences were renewed before the end of March 2024 to avoid the significantly higher costs of renewal if the upgrade was delayed until April 2024 or later. Call-in was waived with the agreement of the Chair of the Corporate Improvement Scrutiny Committee.
- 2.9 No further use of urgency provisions has been made since during the quarter.
- 2.10 A list of the use of the use of special urgency procedures requiring call-in waivers in during January to March 2024 is detailed in Appendix 1. To provide Members with further context, the table below sets out the use of wider urgency procedures, including those where it was not necessary to waive call-in.

	Urgent Key Decisions (all decisions not included on 28 day notice of key decisions)	Leader's Urgent Action	Chief Executive's Urgent Action	Call-in waivers granted
Q1 2022	0	0	0	0
Q2 2022	0	0	0	0
Q3 2022	2	1	0	1
Q4 2022	2	0	0	2
Q1 2023	2	2	0	1
Q2 2023	2	0	1	2
Q3 2023	0	0	0	0
Q4 2023	1	1	0	1
Q1 2024	1	0	0	1
Total 2022	4	1	0	3
Total 2023	5	3	1	4
Total 2024	1	0	0	1

NB: some decisions were subject to more than one of the above provisions.
Figures for 2024 are for Quarter 1 only.

3. Implications of the Recommendation

3.1 Financial implications

3.1.1 There are no direct financial implications arising from this report.

3.2 Legal implications

3.2.1 The key legal provisions are summarised in the report. The primary legal requirements are contained in The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, which have been incorporated into the Council's Constitution.

3.2.2 The Centre for Governance & Scrutiny has produced guidance on the use of call in to assist local authorities in drafting their constitutional rules. In relation to exceptions which should apply to call-in procedures, it recommends that these should be used where for reasons that it would be prejudicial to the interests of the Council, for safety reasons or because it is in the wider public interest. The Council has followed this guidance by incorporating rules for general and special urgency and emergency arrangements for decisions of different degrees of immediacy with different processes affecting call-in and member oversight. The guidance states that this may appear potentially complicated, but does mean that the right to call a decision in is wholly absent only in the most extreme of circumstances. The guidance refers to decisions to remove call-in and the reasons for this being reported to Full Council either on a decision by decision basis or via an annual report.

3.2.3 The draft best value guidance refers to on indicator of potential failure being scrutiny functions being undermined and a lack of pre-decision scrutiny, plus a culture of secrecy and overuse of urgency arrangements, confidential or delegated action reports and a failure for such reports to be reported in a form which allows scrutiny.

3.3 *Risk management implications*

3.3.1 There are no risks directly associated with this report.

3.4 *Environmental implications*

3.4.1 There are no environmental implications arising from this report.

3.5 *Equality implications*

3.5.1 There are no equality implications arising from this report. Decisions taken by the Cabinet are subject to equality impact assessments where appropriate.

4. Background Papers

None.

Appendix 1: Log of decisions taken under special urgency procedures where call-in waivers granted in accordance with Rule 16 of the Access to Information Rules – March to January 2024

	Decision taker	Report Title	'Urgent' key decision	Call-in waived	Reason for urgency and other comments
			<i>Decision taken under General Exception (para 15 of Access to Information Rules) i.e. less than 28 days notice of key decision given.</i>	<i>Call-in waiver request granted by the chair of scrutiny.</i>	
Quarter 1 2024 Jan to Mar 2024	Cabinet 18 th March 2024	Microsoft Licencing: Upgrade from Tier E3 to Tier E5	Yes	Yes	To ensure the licences were renewed before the end of March 2024 to avoid the significantly higher costs of renewal from April 2024 onwards.

Slough Borough Council

Report To:	Council
Date:	25th April 2024
Subject:	Annual Calendar of Meetings 2024/2025
Chief Officer:	Stephen Taylor, Monitoring Officer
Contact Officer:	Nick Pontone, Principal Democratic Services Officer
Ward(s):	All
Exempt:	NO
Appendices:	Appendix A – Draft Annual Calendar of Meetings 2024/2025

1. Summary and Recommendations

1.1 To seek approval of the Annual Calendar of Meetings for 2024/25.

Recommendations:

The Council is requested to resolve:

- (a) That the Annual Calendar of Meetings for the period May 2024 to May 2025, as set out in Appendix A of this report, be approved.
- (b) That the Director of Law and Governance (Monitoring Officer) be authorised to make amendments to the Calendar throughout the year, including from those resulting from any constitutional changes that may be agreed, in accordance with the provisions of the Constitution.

Commissioner Review

Commissioners are content with this report

2. Report

- 2.1 A draft programme of meetings has been drawn up and is appended to this report.
- 2.2 Each year the Calendar of Meetings for the new Municipal Year is prepared in advance for approval and so that meetings can be published well in advance of the commencement of that Municipal Year.

- 2.2 If alterations to the Calendar were required as a result of any changes to the Constitution, it is proposed that the Director of Law and Governance (Monitoring Officer) be authorised to make changes following appropriate consultation in accordance with the Constitution.
- 2.3 Consideration has been taken of holiday periods, the need for a full August break, Parish Council meeting dates, preference and local convention for certain meetings to be held on specific days of the week and timescales between Cabinet/Committees and Council to allow references up.
- 2.4 Informal meetings such as lead member and directors and training events have been diarised to assist with planning and sequencing. As these are not constituted meetings, these dates can be moved and added to as required.
- 2.5 Meetings such as Licensing Sub-Committee and Appointments Committee will be arranged as and when required.

3. Implications of the Recommendation

3.1 Financial/Legal implications

- 3.1.1 The Council's Municipal year runs from the date of the Annual Council meeting in May to the next Annual Council meeting in May. There are some statutory requirements which require specific meetings to take place by a prescribed date. For example, the Local Government Act 1992 requires billing authorities for complete and approve their budgets and set a council tax before 11 March in the preceding financial year. This deadline has been taken into account in setting meeting dates.

4. Background Papers

None

Slough Borough Council Draft Calendar of Meetings 2024-25

May 2024

Date of Meeting			Time	Meeting	Comments
Wed	1 st	May			
Thurs	2 nd	May			
Fri	3 rd	May			
Mon	6 th	May		BANK HOLIDAY	
Tues	7 th	May	6.30pm	Lead Members	
Wed	8 th	May	6.30pm	Lead Members & Directors	
Thurs	9 th	May			
Fri	10 th	May			
Mon	13 th	May			
Tues	14 th	May			<i>Wexham Court Parish</i>
Wed	15 th	May			<i>Britwell Parish</i>
Thurs	16 th	May	7.00pm	Annual Council (Extraordinary)	
Fri	17 th	May			
Mon	20 th	May	6.30pm	Cabinet	
Tues	21 st	May	6.30pm	Corporate Improvement Scrutiny Committee Training/Work Programming (not public)	<i>CwP Parish</i>
Wed	22 nd	May	6.30pm	Audit & Corporate Governance Committee	
Thurs	23 rd	May	6.30pm	Planning Committee Training	
Fri	24 th	May			
Mon	27 th	May		BANK HOLIDAY	
Tues	28 th	May	6.30pm	Corporate Improvement Scrutiny Committee Training/Work Programming (not public)	
Wed	29 th	May	6.30pm	Planning Committee	
Thurs	30 th	May	6.30pm	Licensing Committee (and Training)	
Fri	31 st	May			

Notes:

1. Grey shading denotes school holidays.

Slough Borough Council Draft Calendar of Meetings 2024-25

June 2024

Date of Meeting			Time	Meeting	Comments
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Mon	3 rd	June	6.30pm	Lead Members	
Tues	4 th	June	6.30pm	Lead Members & Directors	
Wed	5 th	June	6.30pm	Corporate Improvement Scrutiny Committee Training/Work Programming (not public)	
Thurs	6 th	June			
Fri	7 th	June			

Mon	10 th	June			
Tues	11 th	June			<i>Wexham Court Parish</i>
Wed	12 th	June			
Thurs	13 th	June	4.30pm	Cabinet Committee	
Fri	14 th	June			

Mon	17 th	June	6.30pm	Cabinet	
Tues	18 th	June	3.00pm	Slough Health & Wellbeing Board	<i>CwP Parish</i>
Wed	19 th	June			<i>Britwell Parish</i>
Thurs	20 th	June	6.30pm	Employment Committee	
Fri	21 st	June			

Mon	24 th	June			
Tues	25 th	June	6.30pm	Corporate Improvement Scrutiny Committee	
Wed	26 th	June	6.30pm	Planning Committee	
Thurs	27 th	June			
Fri	28 th	June			

Notes:

1. Grey shading denotes school holidays.

Slough Borough Council Draft Calendar of Meetings 2024-25

July 2024

Date of Meeting			Time	Meeting	Comments
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Mon	1 st	July	6.30pm	Lead Members	
Tues	2 nd	July	6.30pm	Lead Members & Directors	
Wed	3 rd	July	4.30pm	SACRE	
Thurs	4 th	July	4.00pm	Berkshire Local Transport Body	
Fri	5 th	July			

Mon	8 th	July			
Tues	9 th	July			<i>Wexham Court Parish</i>
Wed	10 th	July	6.30pm	Audit & Corporate Governance Committee	
Thurs	11 th	July	4.30pm	Cabinet Committee	
Fri	12 th	July			

Mon	15 th	July	6.30pm	Cabinet	
Tues	16 th	July	5.30pm	Corporate Parenting Panel	<i>CwP Parish</i>
Wed	17 th	July			<i>Britwell Parish</i>
Thurs	18 th	July			
Fri	19 th	July			

Mon	22 nd	July			
Tues	23 rd	July			
Wed	24 th	July	6.30pm	Planning Committee	
Thurs	25 th	July	7.00pm	Council	
Fri	26 th	July			

Mon	29 th	July			
Tues	30 th	July	6.30pm	Corporate Improvement Scrutiny Committee	
Wed	31 st	July			

Notes:

1. Grey shading denotes school holidays.

**Slough Borough Council
Draft Calendar of Meetings 2024-25**

August 2024

Date of Meeting			Time	Meeting	Comments
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Thurs	1 st	August			
Fri	2 nd	August			

Mon	5 th	August			
Tues	6 th	August			
Wed	7 th	August			
Thurs	8 th	August			
Fri	9 th	August			

Mon	12 th	August			
Tues	13 th	August			
Wed	14 th	August			
Thurs	15 th	August			
Fri	16 th	August			

Mon	19 th	August			
Tues	20 th	August			
Wed	21 st	August			
Thurs	22 nd	August			
Fri	23 rd	August			

Mon	26 th	August		BANK HOLIDAY	
Tues	27 th	August			
Wed	28 th	August			
Thurs	29 th	August			
Fri	30 th	August			

Notes:

1. Grey shading denotes school holidays.

Slough Borough Council Draft Calendar of Meetings 2024-25

September 2024

Date of Meeting		Time	Meeting	Agenda Published
Mon	2 nd	September	6.30pm	Lead Members
Tues	3 rd	September	6.30pm	Lead Members & Directors
Wed	4 th	September	6.30pm	Audit & Corporate Governance Committee
Thurs	5 th	September	5.30pm	Corporate Parenting Panel
Fri	6 th	September		
Mon	9 th	September		
Tues	10 th	September		<i>Wexham Court Parish</i>
Wed	11 th	September		
Thurs	12 th	September	4.30pm	Cabinet Committee
Fri	13 th	September		
Mon	16 th	September	6.30pm	Cabinet
Tues	17 th	September	3.00pm	Slough Health & Wellbeing Board
Wed	18 th	September		<i>Britwell Parish</i>
Thurs	19 th	September	6.30pm	Employment Committee
Fri	20 th	September		
Mon	23 rd	September		<i>22 -25 September Labour Party Conference</i>
Tues	24 th	September	6.30pm	Corporate Improvement Scrutiny Committee
Wed	25 th	September	6.30pm	Planning Committee
Thurs	26 th	September	7.00pm	Council
Fri	27 th	September		
Mon	30 th	September	6.30pm	Audit & Corporate Governance Committee
				<i>29 September to 2 October Conservative Party Conference</i>

Notes:

1. Grey shading denotes school holidays.

Slough Borough Council Draft Calendar of Meetings 2024-25

October 2024

Date of Meeting			Time	Meeting	Agenda Published
Tues	1 st	October			
Wed	2 nd	October			
Thurs	3 rd	October			
Fri	4 th	October			
Mon	7 th	October	6.30pm	Lead Members	
Tues	8 th	October	6.30pm	Lead Members and Directors	<i>Wexham Court Parish</i>
Wed	9 th	October	6.30pm	Standards Committee	
Thurs	10 th	October	4.30pm	Cabinet Committee	
Fri	11 th	October			
Mon	14 th	October			
Tues	15 th	October			<i>CwP Parish</i>
Wed	16 th	October	6.30pm	Trustee Committee	<i>Britwell Parish</i>
Thurs	17 th	October	6.30pm	Cabinet Committee	
Fri	18 th	October			
Mon	21 st	October	6.30pm	Cabinet	
Tues	22 nd	October			
Wed	23 rd	October	6.30pm	Planning Committee	
Thurs	24 th	October	5.30pm	Corporate Parenting Panel	
Fri	25 th	October			
Mon	28 th	October			
Tue	29 th	October	6.30pm	Corporate Improvement Scrutiny Committee	
Wed	30 th	October	6.30pm	Licensing Committee	
Thurs	31 st	October			

Notes:

1. Grey shading denotes school holidays.

Slough Borough Council Draft Calendar of Meetings 2024-25

November 2024

Date of Meeting			Time	Meeting	Agenda Published
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Fri	1 st	November			
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Mon	4 th	November	6.30pm	Lead Members	
Tues	5 th	November	6.30pm	Lead Members & Directors	
Wed	6 th	November	4.30pm	SACRE	
Thurs	7 th	November	4.00pm	Berkshire Local Transport Body	
Fri	8 th	November			

Mon	11 th	November			
Tues	12 th	November			<i>Wexham Court Parish</i>
Wed	13 th	November	6.30pm	Audit & Corporate Governance Committee	
Thurs	14 th	November	4.30pm	Cabinet Committee	
Fri	15 th	November			

Mon	18 th	November	6.30pm	Cabinet	
Tues	19 th	November			<i>CwP Parish</i>
Wed	20 th	November			<i>Britwell Parish</i>
Thurs	21 st	November			
Fri	22 nd	November			

Mon	25 th	November			
Tues	26 th	November	6.30pm	Corporate Improvement Scrutiny Committee	
Wed	27 th	November	6.30pm	Planning Committee	
Thurs	28 th	November	7.00pm	Council	
Fri	29 th	November			

Notes:

1. Grey shading denotes school holidays.

Slough Borough Council Draft Calendar of Meetings 2024-25

December 2024

Date of Meeting			Time	Meeting	Agenda Published
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Mon	2 nd	December	6.30pm	Lead Members	
Tues	3 rd	December	6.30pm	Lead Members & Directors	
Wed	4 th	December			
Thurs	5 th	December		Slough Health & Wellbeing Board	
Fri	6 th	December			

Mon	9 th	December			
Tues	10 th	December			<i>Wexham Court Parish</i>
Wed	11 th	December	5.30pm	Corporate Parenting Panel	
Thurs	12 th	December	4.30pm	Cabinet Committee	
Fri	13 th	December			

Mon	16 th	December	6.30pm	Cabinet	
Tues	17 th	December	3.00pm	Corporate Improvement Scrutiny Committee	
Wed	18 th	December	6.30pm	Planning Committee	
Thurs	19 th	December			
Fri	20 th	December			

Mon	23 rd	December			
Tues	24 th	December			
Wed	25 th	December		BANK HOLIDAY	
Thurs	26 th	December		BANK HOLIDAY	
Fri	27 th	December			

Mon	30 th	December			
Tues	31 st	December			

Notes:

1. Grey shading denotes school holidays.

Slough Borough Council Draft Calendar of Meetings 2024-25

January 2025

Date of Meeting			Time	Meeting	Agenda Published
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Wed	1 st	January		BANK HOLIDAY	
Thurs	2 nd	January			
Fri	3 rd	January			

Mon	6 th	January	6.30pm	Lead Members	
Tues	7 th	January	6.30pm	Lead Members & Directors	
Wed	8 th	January			
Thurs	9 th	January			
Fri	10 th	January			

Mon	13 th	January			
Tues	14 th	January	5.30pm	Corporate Parenting Panel	
Wed	15 th	January	6.30pm	Trustee Committee	<i>Britwell Parish</i>
Thurs	16 th	January	4.30pm	Cabinet Committee	
Fri	17 th	January			

Mon	20 th	January	6.30pm	Cabinet	
Tues	21 st	January	6.30pm	Employment Committee	<i>CwP Parish</i>
Wed	22 nd	January	6.30pm	Audit & Corporate Governance Committee	
Thurs	23 rd	January	7.00pm	Council	
Fri	24 th	January			

Mon	27 th	January			
Tues	28 th	January	6.30pm	Corporate Improvement Scrutiny Committee	
Wed	29 th	January	6.30pm	Planning Committee	
Thurs	30 th	January			
Fri	31 st	January			

Notes:

1. Grey shading denotes school holidays.

Slough Borough Council Draft Calendar of Meetings 2024-25

February 2025

Date of Meeting			Time	Meeting	Agenda Published
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Mon	3 rd	February	6.30pm	Lead Members	
Tues	4 th	February	6.30pm	Lead Members & Directors	
Wed	5 th	February	6.30pm	Licensing Committee	
Thurs	6 th	February			
Fri	7 th	February			

Mon	10 th	February			
Tues	11 th	February			<i>Wexham Court Parish</i>
Wed	12 th	February			
Thurs	13 th	February	4.30pm	Cabinet Committee	
Fri	14 th	February			

Mon	17 th	February	6.30pm	Cabinet (Budget)	
Tues	18 th	February			<i>CwP Parish</i>
Wed	19 th	February			<i>Britwell Parish</i>
Thurs	20 th	February			
Fri	21 st	February			

Mon	24 th	February			
Tues	25 th	February	6.30pm	Corporate Improvement Scrutiny Committee	
Wed	26 th	February	6.30pm	Planning Committee	
Thurs	27 th	February	7.00pm	Council (Budget) – Extraordinary	
Fri	28 th	February			

Notes:

1. Grey shading denotes school holidays.

Slough Borough Council Draft Calendar of Meetings 2024-25

March 2025

Date of Meeting			Time	Meeting	Agenda Published
Mon	3 rd	March	6.30pm	Lead Members	
Tues	4 th	March	6.30pm	Lead Members & Directors	
Wed	5 th	March	4.30pm	SACRE	
Thurs	6 th	March	4.00pm	Berkshire Local Transport Body	
Fri	7 th	March			
Mon	10 th	March	6.30pm		
Tues	11 th	March	6.30pm	Standards Committee	<i>Wexham Court Parish</i>
Wed	12 th	March	6.30pm	Audit & Corporate Governance Committee	
Thurs	13 th	March	4.30pm	Cabinet Committee	
Fri	14 th	March			
Mon	17 th	March	6.30pm	Cabinet	
Tues	18 th	March	3.00pm	Slough Health & Wellbeing Board	<i>CwP Parish</i>
Wed	19 th	March			<i>Britwell Parish</i>
Thurs	20 th	March	6.30pm	Licensing Committee	
Fri	21 st	March			
Mon	24 th	March			
Tues	25 th	March	6.30pm	Corporate Improvement Scrutiny Committee	
Wed	26 th	March	6.30pm	Planning Committee	
Thurs	27 th	March			
Fri	28 th	March			
Mon	31 st	March	6.30pm	Lead Members	

Notes:

1. Grey shading denotes school holidays.

Slough Borough Council Draft Calendar of Meetings 2024-25

April 2025

Date of Meeting			Time	Meeting	Agenda Published
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Tues	1 st	April	6.30pm	Lead Members & Directors	
Wed	2 nd	April			
Thurs	3 rd	April	5.30pm	Corporate Parenting Panel	
Fri	4 th	April			

Mon	7 th	April			
Tues	8 th	April			<i>Wexham Court Parish</i>
Wed	9 th	April			
Thurs	10 th	April	4.30pm	Cabinet Committee	
Fri	11 th	April			

Mon	14 th	April	6.30pm	Cabinet	
Tues	15 th	April	6.30pm	Employment Committee	<i>CwP Parish</i>
Wed	16 th	April	6.30pm	Trustee Committee	<i>Britwell Parish</i>
Thurs	17 th	April			
Fri	18 th	April		BANK HOLIDAY	

Mon	21 st	April		BANK HOLIDAY	
Tues	22 nd	April			
Wed	23 rd	April	6.30pm	Planning Committee	
Thurs	24 th	April	7.00pm	Council	
Fri	25 th	April			

Mon	28 th	April			
Tues	29 th	April	6.30pm	Corporate Improvement Scrutiny Committee	
Wed	30 th	April			

Notes:

1. Grey shading denotes school holidays.

Slough Borough Council Draft Calendar of Meetings 2024-25

May 2025

Date of Meeting			Time	Meeting	Agenda Published
Thurs	1 st	May			
Fri	2 nd	May			
Mon	5 th	May		BANK HOLIDAY	
Tues	6 th	May	6.30pm	Lead Members	
Wed	7 th	May	6.30pm	Lead Members & Directors	
Thurs	8 th	May			
Fri	9 th	May			
Mon	12 th	May			
Tues	13 th	May			<i>Wexham Court Parish</i>
Wed	14 th	May			
Thurs	15 th	May	7.00pm	Annual Council (Ext)	
Fri	16 th	May			
Mon	19 th	May	6.30pm	Cabinet	
Tues	20 th	May			<i>CwP Parish</i>
Wed	21 st	May			<i>Britwell Parish</i>
Thurs	22 nd	May	6.30pm	Planning Committee Training	
Fri	23 rd	May			
Mon	26 th	May		BANK HOLIDAY	
Tues	27 th	May	6.30pm	Corporate Improvement Scrutiny Committee (and training)	
Wed	28 th	May	6.30pm	Planning Committee	
Thurs	29 th	May	3.00pm		
Fri	30 th	May			

Notes:

1. Grey shading denotes school holidays.

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SLOUGH BOROUGH COUNCIL**REPORT TO:** Council **DATE:** 25th April 2024**CONTACT OFFICER:** Shabana Kauser
(For all enquiries) Principal Democratic Services Officer
07821 811 259**WARD(S):** All**PART I**
FOR DECISION**MOTIONS SUBMITTED TO COUNCIL UNDER PROCEDURE RULE 14**

The following motions have been received in accordance with Council Procedure Rule 14:-

A) Local Rivers and Waterways

(Moved by Councillor O’Kelly, seconded by Councillor Smith)

“According to data from the environment agency Slough Waste Water Treatment Works released untreated sewage 32 times in 2023 - lasting a total of 363 hours. 2024 is on track to have the same or worse levels of sewage discharges. In 2020 there were no recorded discharges in Slough.

This motion is designed to help protect our local rivers and waterways by considering and addressing the cumulative impact of sewage discharge.

This Council resolves to:

1. Recognise this Council’s wish to protect its residents, rivers and waterways from harm caused by the cumulative effects of excessive sewage discharge.
2. Recognise that deterioration of water quality occurs due to the cumulative impact of multiple sewage discharge events, or "sewage overload".
3. The Local Planning Authority will engage with the Local Water Company as part of the development of the Local Plan to ensure they are made aware of the potential scale of development they will need to mitigate for in the future.
4. Request the Chair of the Corporate Improvement Scrutiny Committee to invite a senior representative of Thames Water, the Environment Agency, and volunteer waterways representatives to attend a meeting to explore the current state of sewage discharge and its impact on the environment.”

B) Arms Sales and Council Ethical Investment Policy

(Moved by Councillor Mann, seconded by Councillor Hulme)

“The Council notes;

- a) The ongoing devastation and humanitarian crisis resulting from the ongoing war in Gaza;
- b) The ruling of the International Court of Justice (ICJ) on 26 January 2024, which found that it is ‘plausible’ that Israel’s ongoing attacks in Gaza are in breach of the Genocide Convention;
- c) The appalling attack on a registered aid convoy, operated by World Central Kitchen, which caused the death of seven aid workers, including three British civilians;
- d) That whilst other governments have banned the sale of weaponry to Israel, the Conservative Government continues to permit such exports and has repeatedly failed to stop selling arms to rule breaking regimes;
- e) UK law provides for the suspension and halting of arms sales where there is a risk of breaking international law over a plausible risk of genocide;
- f) That over half a billion pounds of council pension funds across the country have been invested in companies involved in the arms trade.

As such, the Council resolves to;

- a) Instruct the Leader of the Council to write to the Foreign Secretary making it clear that the will of Slough’s residents is behind an immediate ceasefire;
- b) Lobby the foreign secretary demanding full transparency in respect to the legal advice received over the legality of ongoing arms exports to Israel;
- c) Should the legal advice show that the UK is risking its international obligations by continuing to export weaponry to Israel, to immediately halt doing so;
- d) Call on the Conservative Government to support the ICJ’s provisional findings;
- e) Continue calling for an immediate return of all hostages;
- f) Take steps to ensure that none of Slough’s pension investments are made in UK defence manufacturers, by reviewing and adopting a new responsible investment policy that meets a high ethical framework and dis-invests in any company that derives more than 20% of their revenue from weaponry.”